

Rules, Fines, and Enforcement Policy

APPROVED BY THE BOARD OF DIRECTORS

Updated October 2025

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I. INTRODUCTION

The following rules and regulations, as amended ("Rules") were initially adopted by Village Developers, LLC ("Developer"), the company that developed Seaglass Village, acting through the Developer-controlled Board of Directors, and the Rules remain binding and enforceable in Seaglass Village Condominium ("SGV") even though leadership of Seaglass Village Condominium Association ("Association" or "HOA") has transitioned from the Developer to the Cottage Unit Owners. The Maine Condominium Act 33 M.R.S. §1603-102(a) (1) authorizes a condominium association to adopt rules and regulations if the declaration so provides. Section 7.2(a) of the Declaration, which is recorded at York County Registry of Deeds Book 16154, Page 464, together with amendments (together the "Declaration"), provides that the Association, acting through its Board of Directors ("Board"), has the power to adopt and amend Rules.

The Association Bylaws as amended ("Bylaws"), also initially adopted by the Developer-controlled Board of Directors and disclosed to purchasers through the Developer's Public Offering Statement and the Association's Resale Certificates, remain binding on the Association. Section 3.2 of the Bylaws incorporates by reference the power of the Association to adopt and amend Rules. Article 6 of the Bylaws contains provisions that authorize the Association, acting through the Board, to impose fines and other remedies when the Rules are violated. The Rules have been published to the initial purchasers of Units (first-time owners of Units) by the Developer through the Public Offering Statement. The Rules are also made available to second-time and subsequent Cottage Unit Owners of Units prior to purchasing Units through the "Resale Certificate" disclosure document referenced in the Maine Condominium Act (33 M.R.S. §1604-108) and Section 7.2(n) of the Declaration. This document is a compilation of the Rules fines and enforcement provisions derived from the Declaration, Bylaws and Rules (together the "Condominium Documents"), re-organized in a way that makes them easier to reference and understand. In the event of a conflict between the Rules and the Declaration or Bylaws, the provisions of the Declaration and Bylaws govern.

The Rules are binding upon the Cottage Unit Owners, their families, tenants, guests, invitees and agents until and unless such Rules or any particular Rule is specifically overruled, cancelled, or modified by the Board. The purpose of these Rules is to promote the health, happiness, and welfare of the majority of the Cottage Unit Owners, and their families, tenants, guests, invitees and agents.

To enjoy living in our SGV Community, we encourage each Cottage Unit Owner to become familiar with these Rules, the Declaration, and the Bylaws.

Unfortunately, enforcement action is sometimes necessary when a community is governed by Association documents that affect the living conditions of the people in the community Association. The Board has the power to make rules as may be necessary to carry out the intent of the Declaration and Bylaws. The Board may take enforcement action against any violator of the Rules.

It is the hope of the Board and the General Manager that all Cottage Unit Owners will look upon these Rules as a positive guide that will help make Seaglass Village a safe and pleasant community.

WHEN IN DOUBT, ASK

Write, call or email the General Manager or a member of our staff:

By Phone - (207) 216-9400
By Fax - (207) 216-9475
After Hours Emergency # - (207) 337-5789

GM@seaglassvillage.com
Front Desk - Extension 1006 or clubhouse@seaglassvillage.com
Rental Office - 207-216-9473 EXT 1002 or rentals@seaglassvillage.com

By Mail:
Seaglass Village Homeowners Association
P.O. Box 388
Moody, Maine 04054

II. GENERAL COMPLIANCE, AUTHORITY AND ENFORCEMENT GUIDELINES

A. Voluntary Compliance

High community standards are preserved at SGV when everyone voluntarily follows the Condominium Documents and strives to be good neighbors. As a result, the HOA should not have to take enforcement action often to restore compliance with the Condominium Documents.

B. General Manager Authority

Occasionally when Cottage Unit Owners or their guests fail to comply with the Condominium Documents, Association action may be needed to bring them into compliance. This Enforcement Policy ("Policy") is meant to guide the Association and the General Manager in acting to restore a compliance with the Condominium Documents through a process that is fair, efficient, and effective.

C. Board Authority

The Condominium Documents give the Board broad authority and a variety of tools to use in preserving and advancing the community-wide standards through enforcement of the governing documents. The Board is authorized to create rules, regulations, procedures, and penalties, and may use its discretion to determine the manner in which enforcement is to be achieved.

1. Identifying a Possible Violation

   Possible violations may be identified by periodic inspections by the General Manager, the security staff, members of Association, staff, the Board, or as a result of an Owner's written or verbal complaint, or by other reasonably reliable means. The Board or its delegate has no obligation to perform inspections. The Board also will hear appeals by homeowners in response to violation notices issued.

D. Owner's Concerns and/or Complaints

Regarding rule violations, owners are encouraged to take responsibility for the safety and security of the Association. Concerns and complaints regarding actual, suspected, or potential rule violations may be brought to the attention of the General Manager, Front Desk or Security.

1. Informal Communication

   Any owner may bring a general concern regarding a potential, actual or suspected rule violation to the General Managers attention through a written communication, e-mail, or fax addressed to the General Manager. The communication must clearly identify the concern and if applicable provide additional information such as property address or cottage owner. Depending on the circumstances, the General Manager will have the discretion to investigate and evaluate the situation and determine a course of action including bringing the concern to the attention of the BOD.

2. Formal Complaint

   Unlike a concern expressed informally, a formal complaint must be filed in writing. There are two types of formal complaints:

a. Owners filing a complaint against another cottage owner for any suspected or purported violation of the governing documents (Condominium Documents).

b. An Owner may bring a suspected violation to the Board's attention through a written complaint addressed to the General Manager. The complaint must identify the property address or cottage owner and must specifically describe the alleged violation and date of the violation. The complainant owner shall sign the complaint. Where feasible, photos taken of the violation that can aid in validation of the complaint should be provided.

Every cottage owner will have an opportunity to be heard by the BOD in an open meeting if they so choose. Complaints may, but are not required to, be kept confidential. (See Appendix 1 for copy of STANDARD COMPLAINT FORM)

c. Owners filing a complaint against any SGV staff member

Any complaint about a member of the SGV staff shall be written using the appropriate Complaint Form provided hereafter and shall be delivered to the General Manager. Any complaint about the General Manager shall be written using the appropriate Complaint Form and delivered to the President of the SGV Board of Directors.

E. Enforcement Powers

The association has the authority to levy fines against Cottage Unit Owners as part of the disciplinary action to secure compliance with the Condominium Documents.

F. Enforcement Procedure

When the Association, acting through the General Manager, reasonably believes that a violation of the Condominium Documents or the Rules has occurred:

1. All notices of violations (See Appendix 2) will be at the discretion of General Manager or security staff based on the severity of the violation.

2. Cottage Unit Owners found to be in violation of the Condominium Documents will receive a written notice (Warning, First, Second or Recurring Notification of Violation) outlining the violation and may request that the cottage owner remedy the problem within a specified time period. If a violation poses an immediate threat to health, safety or security of the residents of SGV, the Association may take immediate action to remedy the situation in the absence of prompt corrective action by the Cottage Unit Owner(s) responsible for the threat. (See Appendix 2 for a copy of NOTIFICATION OF VIOLATION FORM)

    a. **Note** - The time period required by the Association for corrective action may vary based on the nature of the violation.

    b. A Cottage Unit Owner will only be fined after they have had an opportunity to be heard and the Board has rendered a decision. (Please see section G below)

    c. The Cottage Unit Owner must either cure the violation (if requested), pay the fine or submit a written request for a hearing in writing with the Board to dispute the violation within 10 days of the date of the notice.

d. If the violation(s) remains uncorrected within the time allotted by the Association and the Cottage Unit Owner does not dispute the violation in writing, a written notice of violation as well as any penalty or fine (see fine schedule enclosed herein) applied to the Cottage Unit Owner's account will be issued in writing by the General Manager.

e. If the violation(s) remains uncorrected, the Board shall have the right to remedy the violation(s), the cost of which shall be borne by the offending Cottage Unit Owner.

f. In the event of a violation by a non-owner occupant, the Cottage Unit Owner shall receive copies of all correspondence.

G. Hearings

1. A hearing date will be scheduled by the Board within a reasonable period after receipt of the request for hearing.

2. The Cottage Unit Owner is responsible for calling the General Manager to reschedule if the time or date is in conflict, but the decision to reschedule the hearing or not shall rest with the Board based on reasonable cause.

3. If the Cottage Unit Owner fails to attend the hearing, without arranging for rescheduling, the violation will be deemed valid, and the homeowner will be deemed to have waived the opportunity to be heard.

4. The Board reserves the right to impose fines for violations of the Condominium Documents.

5. Repeat violations are not subject to the appeal process and may result in an immediate fine or other action being taken by the Association.

6. There shall be no hearing or appeal process for repeat violations of the same Rule.

H. Collection Procedure

1. Each Cottage Unit Owner shall pay on a due date established by the Board, all Common Expenses and Special Charges, Special Assessments, Interest on unpaid Assessments, Fines, Late Charges, costs of collection, including attorney's fees and revised Common Expenses due on account for that Unit.

2. Cottage Unit Owner must make arrangements to pay fines by calling the General Manager. Fines must be paid within 5 days of the date of the Notice of Violation, unless appealed. Fines upheld on appeal shall be paid within 5 days of the Board's decision.

3. If unpaid for over fifteen (15) days after the due date, such sums shall bear interest at eighteen percent (18%) per annum from the due date until paid.

4. Any and all legal fees associated with the resolution of a violation or payment of fines shall be borne by the Cottage Unit Owner.

5. The expenses of any corrective action or enforcement of the Condominium Documents, if not paid by offending Cottage Unit Owner after (3) three months written notice and billing, may be enforced by the filing of a lien against the Cottage Unit Owner's property.

III. RULES AND REGULATIONS

A. Check-In / Out Procedures

1. General Information

The Town of Wells requires the Association to keep accurate and up to date records of arrivals and departures of Association members and their guests to ensure that Seaglass Village stays compliant with their ordinances. In order to meet these requirements, we ask that you make us aware of the dates and times of your arrivals and departures during any time you "surrender" your cottage for anytime during the season. We call this "checking in and out".

Please note that the above does not include leaving the site for errands or outings. Surrendering your cottage is limited to when you leave your cottage for a day or more. The Town of Wells is capable of fining both the cottage owner and the Association upwards of $500 per day. Each day the violation is allowed to continue, after notice thereof, constitutes a separate violation. If you are fined and did not make the Association aware of your check in or check out, you will be responsible for paying the Association's portion of the fine to the Town of Wells.

2. Owner Check In / Out

Every Cottage Unit Owner must check in and out from Seaglass Village (SGV). As a Cottage Unit Owner, you must check out any time you are away one night or more and check in upon your return. Methods for checking in and out include the following:

a. E-mail the staff (clubhouse@seaglassvillage.com) or leave a Voice Mail (207-216-9400 EXT 1006) and provide the following information:

- Date and Time of Check In/Out
- Your Cottage Number and Phone Number
- How many people are checking In/Out of your cottage

b. Visit Seaglass Friends Website and Check In/ Out (please see a staff member for instructions). The check-in and check-out form is locked to the current date and time only (owners cannot pre- or post-date a check-in).

3. Visitor Check In / Out

A visitor is defined as someone visiting you at your cottage when you are there. Visitors who arrive at the gatehouse and have not been pre-registered will be directed to the staff of SGV and may be turned away if the Cottage Unit Owner cannot be contacted. All visitors must be checked in at the Front Desk at the Clubhouse with the following information:

- Name of Visitor
- Cottage number that they are visiting
- Dates of stay

Visitors will be issued a parking pass to be displayed on their car's rearview mirror for the duration of their stay. Visitors that are not checked-in should not be using a Cottage Unit Owner's gate pass to enter or exit the property.

Cottage Unit Owners are required to call, email, or visit the front desk in advance to log visitors in and request a visitor pass (Note: if you were given a visitor pass at the beginning of the season, please inform the staff that an "existing pass" is being used). Every vehicle entering the property must be registered. Anyone swiping a gate pass or entering a gate code for a guest that is not registered, behind or in front of them is subject to a fine.

Overflow parking is available at the front parking lot. There is no charge for parking. Any car found in the overflow parking without an owner's sticker or visitor's pass is subject to a fine.

If you have guests visiting, even if just for the day, you must check them in when they first arrive, and check them out at their final departure. If they arrive or depart outside of the posted business hours, the cottage owner must note the arrival or departure with the staff during the next business day or visit Seaglass Friends soon after they arrive and log them in/out.

4. Visitors when you are not in your cottage

Please remember that the Association staff is not responsible for granting access to your cottage for appraisals, furniture deliveries, or any other third party during any point. You are responsible for making arrangements necessary for such appointments.

If you cannot be present to provide access to your unit, the Association may available to help you, but it is still your responsibility to arrange the appointment with a member of the Association staff beforehand. You must also have an updated Waiver of Liability for Third Party Access on file with the Association.

5. Guest Check-In

A non-owner guest is a renter, friend, or relative who is staying in your cottage when you are not there. Prior to their arrival, guests must be registered, and the Front Desk must have the following information:

- a. The names, phone number and number of guests
- b. Dates of stay
- c. Renters must be identified as such

Guests must check in at the Front Desk to register their car information. They will be given a gate pass and a parking pass, which must be displayed on their rearview mirror for the duration of their stay.

6. Four Season Cottage Unit Owners and ALL-SEASON USE:

Four season Cottage Unit Owners are able to access their unit throughout the entire year. The one requirement that has been set by the Town of Wells is that all four-season Cottage Unit Owners must vacate their property for 24 hours every 28 days. Four Season Cottage Unit Owners are required to Check In/Out under the same guidelines as noted above.

B. Annual Occupant Registration

Seaglass Village Cottages requires annual registration for all Association members (three and four season). In the first week of April each year, the Association will send out necessary registration paperwork for the upcoming season via email.

On your registration form each year you will be required to:

1. Provide personal information for each cottage occupant. Occupants can be owner or non-owner. The number of registered occupants (both Cottage Unit Owners and non-Cottage Unit Owners) may not exceed six. As an owner, you must register yourself as an owner occupant (there can be up to two (2) owner occupants). You can also register up to four (4) non owner occupants. These are family members and/ or friends that you suspect will visit the site often.

2. Choose what information you would like to publish in the Seaglass Village Homeowner's Directory. This is a community publication put together by the Front Desk and made available to all Seaglass Village Cottage Unit Owners. You may choose to put any information you wish about yourself and how to contact you, or you may choose to put none at all.

3. Provide vehicle information for all owner and non-owner occupants. This will register those vehicles with the Association. Indicate whether you registered these vehicles last year and if yes, if you need to be issued new decals for your vehicles this year. (Please note the decals are intended to be as permanent as possible. Please keep yours from season to season and let us know at any time if you need new decals issued).

4. Provide emergency contact information for owner occupants.

5. Provide golf cart information. Please be able to show copy of current drivers' licenses and provide proof of personal liability insurance for golf cart. This will reserve a seasonal decal for your golf cart and register it with the Association.

6. Register any pets that you will bring to Seaglass Village and provide up to date rabies vaccination certificates for each pet. Please be sure that these records show the name, breed, and date of vaccination.

7. Please submit your completed registration packet including a completed registration form, updated pet vaccination verifications, and any new vehicle and or golf cart insurance information. Once we receive, we will issue you registration decals for all motor vehicles listed on your registration form (up to two owner occupants and up to four non owner occupants). This decal should be placed in the lower inside windshield of your car and kept from season to season.

C. Gate Passes

1. A gate pass is required for entering Seaglass Village. You can also use your gate pass to access the Fitness Center from 5:00 am to 10:00 pm as well as the Clubhouse/Rental Office pools between 9:00 am to 10:00 pm each day outside of the posted hours of operation. One or two gate passes (two if you have two parking spaces and one if you have one parking space) will be provided to you when closing on your cottage.

2. If you are experiencing difficulty with your gate pass either with the gates at the front of the property or getting into the Clubhouse using your gate card, please contact the Front Desk. They will ask for your name, unit number and the card's serial number. You're required to report any lost gate pass cards to the Association immediately. Management maintains a list of the identifying numbers of all gate pass cards issued and can repair or deactivate a singular card if it is not working correctly or it has been misplaced.

D. Resale Certificates

1. Section 4.6 of the Declaration provides that the Board may charge a fee for preparation "Resale Certificates", which is a disclosure document informing potential purchasers of the status of the common expense liability account of the selling unit owner to protect the buyer, who may rely on the certificate, from responsibility for payment of unpaid or underpaid condo fees. These resale certificate documents are issued by a third-party company called Condo Certs. Resale certificates are issued pursuant to 33 M.R.S. 1604-108 of the Maine Condominium Act.

2. Please note that pursuant to Section 4.6 of the Declaration the Board voted and approved that upon the sale of any unit, at closing the purchaser shall pay the cottage ownership transfer fees set forth by the Board to align with similar properties in the local market which sum shall be contributed to the Capital Reserve Fund. Such charge shall be itemized on a resale certificate. As of May 15, 2022, these fees are: $200 condo questionnaire, $200 resale certificate, and transfer fee equivalent to 9 months of HOA dues. Owners selling one unit and buying another within 30 days are to have the buy-in fee waived.

E. Parking

1. Any vehicle parked on Seaglass Village property, including in the Visitor Parking area, must have appropriate Seaglass Village registration documentation displayed. For homeowners and other registered occupants, appropriate documentation is a valid vehicle decal affixed to the windshield. For renters and visitors, the appropriate documentation is a temporary parking pass hung from the rearview mirror. Even with proper registration documentation, parking in these areas is subject to violations and/or fines:

2. Parking is allowed only in areas designated for such purposes by signs or other similar means.

3. Parking is prohibited in the following areas, for violation of which fines or towing may result in the discretion of the General Manager or the Security staff:

    - At the Clubhouse or adjacent to the Clubhouse, with the exception of up to 2 staff vehicles and/or any vehicles displaying a government issued disability card or license plate.
    - On any street, mulch, or grass throughout the property, except for grassed or mulched parking spaces specifically associated with an individual cottage. Those units with grass driveways, automobiles may be parked elsewhere on the Unit's property while performing maintenance on the driveway, and immediately moved back upon completion
    - In a no-parking or fire zone area.
    - In front of the trash compactor or dumpster, except to unload trash.
    - In a handicapped spot without a legal handicap permit on display.
    - In an assigned parking spot without the owner's permission.
    - When maximum allowable number of vehicles per driveway is exceeded.

4. The following may not be parked on Seaglass Village property at any time.

- Boats (Note: this does not include kayaks, canoes, surfboards etc. However, these items shall be stored underneath a cottage unit or in a place in the rear a cottage not visible.)
- Trailers
- Recreational Vehicles
- Snowmobiles
- All-terrain vehicles
- Unregistered vehicles
- Vehicles or Trucks exceeding 8,000 pounds
- Inoperable vehicles

5. Parking at the cottage

There is to be no more than 8 vehicle wheels in a cottage's allotted driveway space (cars, motorized scooters or motorcycles) parked at any three-season cottage. There is to be no more than 4 vehicle wheels parked at any four-season cottage, unless a cottage unit owner has purchased an extra parking space with the cottage as part of their deed. These vehicles must be parked in a driveway adjacent to each cottage unit designated as a Limited Common Element, in the common parking areas as shown on the Plats and Plans and in those portions of the Common Elements designated from time to time by the Board of Directors for parking.

Note: Any vehicle that does not fit in a cottage driveway described above shall be parked in a designated area in the front parking lot. These vehicles must be registered per III.E.1 above.

Please note that if you are a member of the rental program, you may not allow your neighbors to use your vacant parking spot. This is to avoid problems should the Association book a reservation last minute, or accept a walk in.

6. Visitor parking lot

The visitor parking lot at the front of the property will accommodate day and overnight visitors, on a first-come, first served basis. Visitor parking should be used if both of the owner's parking spaces are occupied.

7. Golf cart parking

Along with the allotted vehicle spots at your cottage, there is space intended for parking your golf cart. Golf carts may be parked next to the cottage or near the outdoor electrical outlet for re-charging. Designated golf cart parking is located on the grass in front of the Rental Office, and in the paved lot at the Clubhouse.

Management reserves the right to amend the parking rules for special events and special circumstances. Event hosts will be given special consideration but will still require approval from the Association.

Fine Schedule for <u>Parking</u> Violations (Cars, Golf Carts, Motorized Vehicles)*	
First Violation	$ 25 or Warning Notice**
Second Violation	$50
Continuing	$100
Violations Recurring	Revocation of car registration documentation

Violations Notes

1. The General Manager will have authority to tow vehicles not in compliance with parking restrictions at the owner's expense.
2. ***Parking at the Clubhouse** will result in a First Violation of $50 dollars and/ or subject to a towing charge at the discretion of the GM.
3. **Warning Notices are at the discretion of General Manager or Security Staff

F. Traffic, Motor Vehicles, Golf Carts, and Safety Around the Community

1. On any given day in our beautiful community, you can find pedestrians out for a stroll, pet owners taking their four-legged friends for a walk, visiting grandchildren playing nearby, cyclists enjoying a nice ride, and Cottage Unit Owners out and about on their golf carts. These are all reasons that motor vehicle speeding is a serious and dangerous issue.

2. The speed limit throughout Seaglass is 15mph. Violators will be stopped and fined $50. Second violation will be fined at $100, and each subsequent violation the fine will increase by $50 per. however anyone traveling more than 25 mph will be fined at $100 per violation.

3. Any motorized vehicles and golf carts traveling the wrong way on one-way roads is a traffic violation with a fine of $100 per violation.

4. Tailgating (defined as two vehicles going thru the gate at the same time) is also a violation with a fine of $100 per violation. Breaking the gate due to tailgating or other at fault actions is a fine of $350, plus the cost of repairing the damaged property.

5. Vehicles permitted in Seaglass Village are two axle cars and trucks, motorcycles, motorized scooters, and golf carts (Note: All vehicles must be registered with the Staff at Seaglass Village. With the exception of golf carts, all vehicles shall be able to be driven on local roads and highways legally).

6. Boats, trailers, recreational vehicles, snowmobiles, inoperable vehicles, all- terrain vehicles, or skateboards, or any similar item shall never be operated on Seaglass Village. Please note the Parking Rule III-A-v-l on page 14 for restrictions on parking these types of vehicles at each cottage unit.

7. Seaglass Village roads should only be used for walking, golf carts, and bicycles. Due to safety concerns skateboards, hoverboards, and roller skates are not allowed on the Seaglass Village property. All other non- motorized vehicles intended for use by children under the age of 13

shall be permitted provided that the use of such items shall be under adult supervision during daylight hours. These violations are $50 per occurrence.

- Note: Maine State Law requires that bicyclists under age 16 wear bike helmets. Biking is fun, but accidents happen. Helmets provide some protection for a rider's face and head.

G. Golf Carts

Golf carts may be operated on the Property, subject to such further Rules relating to type of carts, speed limits, noise, hours of operation and such other factors as may be enacted. Golf carts shall be electric-powered and shall be parked only in spaces allocated for them. No person shall operate a golf cart on the Condominium property unless they shall have a valid motor vehicle operator's license issued by a U.S. State or by an appropriate government authority of another country. The Association requires that all golf cart owners purchase a separate liability and collision insurance policy for their golf cart. All golf carts are to be registered with the General Managers Office with information regarding insurance.

Fine Schedule for Misc. Traffic Violations or Safety	
Use of Prohibited Vehicles:	$50 per occurrence
Tailgating	$100 per occurrence
Traveling the Wrong Way	$100 per occurrence
Breaking the Gate due to tailgating	$350 per occurrence and the cost to repair
Fine Schedule for Speeding Violations or Golf Cart Use	
First Violation	$50 or Warning Notice*
Second Violation	$100
Continuing Violations	$150
Recurring Violations	Revocation of car / golf registration documentation

Note

1. *Warning Notices are at the discretion of the General Manager or Security Staff

H. Pets

1. At Seaglass Village, we strongly believe that pets are an important part of the family. The goal is to respect everyone's rights pet owners and non- pet owners alike in a harmonious environment. Without the express written permission of the Board, only cats and dogs are

permitted inside Seaglass Village. Please note that SGV is guided by its insurance policies in identifying aggressive pets, and therefore reserves the right to restrict certain dog breeds from Seaglass Village. A list will be published annually of dogs not allowed anywhere on the Seaglass premises. The following is a list of dog breeds that are currently prohibited as of May 2019:

Akita	Dalmatian	Husky
Alaskan Malamutes	Doberman	Mastiff
American Staffordshire Terrier	Doberman Pincher	Pit Bull
Boxer	Eskimo Spitz	Presa Canario
Cane Corso	German Shepherd	Rottweiler
Chow	Great Dane	Wolf Hybrid

2. Cottage Unit Owner(s) may not register more than two pets per cottage. Only a total of two pet registrations for a cottage owner(s), family member, or friend will be allowed for each season (May 1st – October 31st). Each pet shall be registered under the guidelines of number a, e and f. Cottage Unit Owners will be responsible for all pets registered to their cottage. As of September 2018, those exceeding this limit are exempt from this rule. Should those units lose a pet subsequently, they thereafter will no longer be exempt from this limit.

3. Cottage Unit Owners may not care for unregistered pets on the premises.

4. Disabled renters, visitors and/or guests with service animals shall register the service animal at the Association business office upon entering the Condominium Property. The disabled person should be prepared to provide the Association with information about the nature of the disability and the disability-related need for the service animal. Service animals that are out of control, that are not housebroken, or that pose a threat to the health and safety of others may be denied access to the Condominium Property.

5. Cottage Unit Owners must register all pets every season (May 1– October 31) prior to bringing the pet(s) onto the premises. Registration must include proof of ownership. Proof of ownership shall be by a copy of the license or registration which may be required by the town, city or county of principal residence.

6. In cases where the Town, city, or county does not provide such documentation, Veterinarian records, American Kennel Club papers or other documentation acceptable to the General Manager. For dogs, proof of breed and a current rabies certificate is also required.

7. Upon registration, the pet owner will receive a Seaglass Village pet registration tag good for an entire season for each pet registered. The owner shall have that tag displayed visibly on the pet when the pet is outside a cottage.

8. As stated in Number c above, there shall be no more than two (2) pets per cottage, except for Cottage Unit Owners who have had more than two pets on the premises prior to June 25, 2016 may retain that number of pets.

9. While outside a cottage, pets must be on a leash and closely attended unless in the dog park. Pets may not be tied or chained outdoors. Installation of any pet containment device including but not limited to invisible fence and overhead cable and pulley runs is prohibited on the premises.

10. Pet owners may not allow pets to urinate or defecate on any Unit Owners landscaped area. Pet owners are responsible for any legal issues which may arise from failure to comply with this regulation.

11. Pets shall not be noisy, malicious, or disturbing to other people or pets.

12. Except as may be required by Federal or state law, pets are prohibited from any amenity area, including but not limited to swimming pools, sports courts, clubhouse, fire pits, and pavilion. Pets are permitted in the dog park.

13. The Board and/or the General Manager have the right to revoke any pet registration and require the owner to immediately remove the pet from the premises should a pet become a nuisance to neighbors and/or if the owner violates the foregoing pet policies.

14. Neither the provisions in this section nor any rules enacted pursuant to this section shall be construed to limit Seeing Eye dogs or other animals assisting disabled persons as covered by the Americans with Disabilities Act.

15. Should an individual unit owner commence with any legal complaint, mediation and/or resolution to enforce matters related to pet excretions onto individual unit owners' property boundaries, all legal fees and expenses shall be the responsibility of the individual unit owners. Seaglass Village Condominium Association shall be held harmless and will not be liable for any individual unit owners' legal fees and expenses to resolve the matters.

Fine Schedule Unauthorized Pets (Type or Excessive Number or Nuisance, No Leash, Left Unattended, No Registration)

After one warning, a fine of $100.00 for each and every violation of any of the foregoing pet policies shall be levied on the pet owner. Repeated and/or egregious violations will result in revocation of the pet's registration and the pet's expulsion from the premises.

A fine of $500 will be levied against the cottage owner for each and every violation where a pet has not been properly registered and is found on Seaglass Village property.

A fine of $500 per day will be levied against the cottage owner for failure to remove an unregistered pet or a pet whose registration has been revoked.

I. Trash Removal

1. There is no community trash pickup here at Seaglass. Therefore, no outdoor trash barrels are allowed at any cottage, at any time. You are responsible for removing your own trash from your cottage and bringing it to the designated trash area. This designated area is by the Visitor Parking area, on the left-hand side as you are exiting the property. Inside the white fence there is a large green trash compactor for household trash. There is a posted sign to show you where the door to the compactor is. Pull the handle towards you and the door will swing open. Throw household trash into the compactor and close the door, then depress the key to compact.

2. All cardboard must be cut/broken down to no larger than 2'x3' **FLAT**, prior to going into the compactor.

3. **To activate the compactor:** locate the key mechanism (straight ahead as you enter the trash area). There is no need to turn this key, simply depress it and you will hear the compactor begin to operate. Note that both doors on the compactor must be fully closed for the compactor to function.

4. Our compactor will get picked up and emptied on Mondays and Fridays, and/or when it has reached maximum capacity. It costs a flat rate to pick up the compactor regardless of how full it is and then there is another charge for the disposal of the trash itself measured per pound. If we find that fewer pickups are needed because compacting is allowing for greater capacity, we can reduce the number of pickups (and therefore reduce costs). **Therefore, it is in everyone's best interest to ensure that we compact the trash as much as possible.**

During the times when the compactor is off-site being emptied, you must take trash back home and try again later. **DO NOT LEAVE TRASH ON THE GROUND.**

If you notice **that the compactor is full and/or not compacting properly, contact the Front Desk or the GM.**

5. The Trash area is **NOT** to be used as drop-off for bulk-waste items such as furniture, grills, appliances, or any other items that are not household trash and do not fit in the compactor. For bulk-waste items, removal can be scheduled through the front office. The cost of disposal is $25/item (or higher, if the disposal fee is higher). Our Front Desk team will give you a tag to be placed on the item prior to disposal. Items may not be left in the trash area without a tag; it is your responsibility to hold on to your larger items until you have arranged the removal with the Front Desk and Maintenance. If you wish to dispose of bulk-waste items yourself, stickers for the Town of Wells Transfer Station are available for purchase at the Town Hall for a nominal cost. For more information: https://www.wellstown.org/1048/Transfer-Station-Stickers.

Fine Schedule for Trash Area Violations
Cottage Unit Owners will be charged a $100 fine for violating any of the above trash rules. For bulk-waste items requiring off-site disposal, owners will also be charged removal costs. Cameras have been placed inside and outside of the trash area and will be reviewed per our Camera Policy as needed to identify violators.

J. Noise Controls

1. No owner or guest shall permit any noxious or offensive activity, or disturbing noises in the cottages. Nor may they carry out or permit anything to be done therein which will interfere with the rights, comfort, or convenience of other Cottage Unit Owners.

2. Everyone will be expected to exercise extreme care to avoid unnecessary noise and at no time are musical instruments, radios, stereos, or TV sets to be so loud as to disturb others. Officially, noise levels shall be reduced for the hours outside of the Town of Wells posted acceptable noise hours which are Monday through Saturday 7am to 10pm and Sunday from 9am to 9pm. Please note that Security should be contacted regarding noise control.

K. Smoking

1. Seaglass Village is a smoke-free community and there shall be no smoking of any kind permitted in the area of any common building or throughout the property, with the exception of on your porch or inside your cottage.

L. Committee Chair Positions

1. Term limits for Committee Chairs will be up to 2 years. Chairs are appointed by the Board. At the end of the term, committee members would have the opportunity to request Board consideration for the role.

M. Staffing

1. Owners are not permitted to serve as paid employees in any position.

N. Cottage Door Locks

1. All cottage front door locks are to be keyed to fit the Association's master key for any or all of the following reasons:

    a. The Association's plumber requires access to open and close cottages. The plumber uses the master key for this purpose only, and the key is returned to the General Manager once the work in all cottages has been completed.

    b. Per the Seaglass Village Condominium Declaration (Article 7, Section 2j-k): The Association shall have a right of access to Units, as provided in Section 1603-107(a) of the Condominium Act for the inspection, maintenance, repair or replacement of the Common Elements and Limited Common Elements located in the Unit or accessible from the Unit or for making any addition or improvements thereto; or to make repairs to any Unit, the Common Elements or the Limited Common Elements if such repairs are reasonably necessary for public safety or to prevent damage to any Unit, the Common Elements or the Limited Common Elements; or to abate any violation of law, orders, rules of the Association or of any governmental authorities having jurisdiction thereof.

    c. The Association shall have emergency access to Units. Upon such prior notice as is possible under the circumstances, the manager and any person authorized by the Board of Directors shall have the right to enter any Unit in case of any emergency originating in or threatening such Unit or adjoining Common Elements whether or not the owner or occupant is present at the time, and upon prior notice to enter any Unit at reasonable times for the purpose of performing authorized installations, alterations, or repairs to the Common Elements thereon or accessible therefrom.

O. Security Cameras

1. Security Cameras in the Common Areas:

    Seaglass Village has installed security cameras in strategic locations throughout the community. These cameras exist for the purpose of monitoring unusual activity in common areas, deterring crime and to provide protection and security for all residents and staff.

    The privacy of Seaglass owners and guests is always to be protected and respected. Security cameras are never to be installed in locations in which residents have a reasonable expectation of privacy. Examples include changing rooms, locker rooms, rest rooms and showers. Cameras installed by the Association will never be placed a location where it is possible for the camera to view or record inside any individual cottage.

It is important to note that Association cameras are not actively monitored, and immediate response to any incident should not be expected. The cameras record footage that will be stored for a period of not longer than 30 days.

Should an incident occur that requires security camera footage to be reviewed, this may only be done by the General Manager, a member of the Board of Directors, and/or law enforcement. Recordings may be turned over to an owner or another party only in the event of a subpoena.

2. Security Cameras In/On Individual Cottages

Exterior security cameras are prohibited from being installed on or around the exterior of Seaglass cottages.

Interior cameras: Owners must not point cameras at their neighbors' windows, backyards, or any other areas where privacy is expected. Additionally, the cameras must not cause any nuisances nor interfere with other owners' right to quiet enjoyment of their cottage and/or exclusive use area.

Fine Schedule for Camera Policy Violations	
First Violation	Warning Notice
Second Violation	$50 (if not remedied within the specified 7 of days)
Third Violation	$100 (if violation continues un-remedied after 14 days of second notice)
Continuing Violations	$50/day until violation is remedied

P. Credit Cards

Credit cards may only be used for Sandbar and Entertainment (ticket) purposes. Therefore, credit cards may no longer be used to pay HOA dues, painting program, etc.

Q. Rental Authorization Requirement

No Owner may rent, lease, or otherwise permit the use of their Cottage by a paying guest unless they are an active participant in the Seaglass Village Rental Program, have executed the current Association-approved Rental Program Contract, and are in full compliance with all terms of that contract and the Association's governing documents.

Any Owner found to be in violation will be subject to a fine equal to $5,000.00 or 50% of the total rental minimum amount for each day rented without the Association approval, whichever is greater.

This rule applies to all forms of rental activity, including but not limited to short-term rentals, seasonal rentals, long-term rentals, and rentals arranged directly, through third-party booking platforms, or via agents.

Owner Statement of Non-Rental Use

Owners who allow friends, family, or other guests to use their Cottage for non-rental purposes (i.e., no rent or other compensation is exchanged) must register their guests, and must sign/acknowledge the Association's Owner Statement of Non-Rental Use statement prior to the start of the guest's occupancy.

The guest registration form requires the Owner to identify the guest(s), certify the dates of the stay, and affirm that no rental payment or compensation is being collected.

Failure to submit the required form will result in the guest occupancy being treated as an unauthorized rental.

Unauthorized rentals are subject to enforcement action, including but not limited to:

- A fine of up to $5,000 per occurrence, and
- Exclusion of the Owner from participation in the Seaglass Village Rental Program.

Fine Schedule for Rental Violations	
First and Subsequent Violations	$5,000 or 50% of the total rental minimum amount for each day rented without the Association approval, whichever is greater.

IV. ARCHITECTURAL/LANDSCAPE POLICY, PROHIBITIONS, STANDARDS & PROCEDURES

A. Policy and Overview

In order to ensure the quality of the Seaglass Village appearance and surroundings, the Architectural Review Committee (ARC) has established the following prohibitions, standards and procedures with the intent to provide for Cottage Unit Owners' individual tastes and preferences while maintaining a degree of uniformity, and continuous beautification of cottage landscapes and outside appearances, including common areas. Rules are in place for landscaping the area surrounding your Cottage Unit as outlined in Section IV Architectural/Landscape Policy, Prohibitions, Standards & Procedures.

Maintenance reminders about all landscaping: It is the responsibility of each cottage owner to maintain their approved landscaping and alterations. A cottage owner is required to maintain their cottage at a minimum landscape standard. In the event any area maintained by a cottage owner becomes unsightly, deteriorated, dilapidated, or any planting becomes weedy or dead, the Association staff has the right to enter the area, remove the deteriorated landscaping, and restore it to an attractive condition. The cost of such maintenance will be charged to the cottage owner as a Limited Common Expense or service charge.

It is the responsibility of the cottage owner to make any potential buyer aware that the new owner must continue to maintain the landscaping that the previous cottage owner installed. That standard is the condition in which the builder or previous owner transfers the property to a new owner.

Cottage owners are responsible for maintenance of all property 50% between cottages up to 50 feet or to a wood line, whichever is less.

B. Privacy Zone and Limited Common Element locations

1. Privacy Zone

   The Privacy Zone, also known as the exclusive use area, is the six feet area extending from each exterior wall all the way around a cottage. Within this privacy zone and with ARC's prior approval, a cottage owner may plant flowers or other plants and display tasteful decorations.

   Any improvements made within the Privacy Zone are considered landscape alterations that must receive review and approval by ARC prior to initiating the work.

2. Limited Common Element

   The Limited Common Element (LCE) is defined in the Declaration as those portions of the Common Elements where the exclusive use is reserved for one or more, but fewer than all, of the Units in accordance with the Declaration. LCEs for Seasonal Cottage Units include the two exterior parking spaces plus one golf cart parking space; and also includes the area between cottages and the area between a cottage and the road if that area is greater than 6 feet. The LCE for each Four Season Cottage includes the exterior parking space(s) and the area assigned as LCE on the recorded condominium plans.

   According to the Declaration, no unit owner shall alter any of the Common Elements or paint or otherwise change the appearance of the Common Elements (including without limitation the

Limited Common Elements), without the prior written approval of the Board of Directors of the Association or any committee established by the Board for that purpose.

Any improvements made within the Limited Common Element are considered landscape alterations that must receive review and approval by ARC prior to initiating the work. No vested right exists for the continued use of any particular Common Element by a cottage owner.

C. Landscape Alterations

Any work or project done to the Privacy Zone or Limited Common Element of a unit alters the outside appearance of the land surrounding the cottage and is not permitted without prior approval of the ARC and/or the Board. Cottage owners must request prior approval from ARC, working on behalf of the Board, for such work or projects. ARC will honor written approvals granted prior to 2022 for landscape alterations that conflict with the following prohibitions. However, approval will not transfer to a new owner without written approval from ARC.

1. Prohibitions

Prohibitions are a necessary and essential part of these procedures and the Association's objectives. Prohibitions include, but are not limited to the following:

i. Fences.

ii. Hedge rows or territorial barriers of any kind between cottages (including trees and shrubs) over five (5) feet wide in the aggregate. ARC will review requests for privacy hedges between cottages and roads.

iii. Plants listed on the Maine Advisory List of Invasive Plants and on the Maine Regulatory Do Not Sell List as identified by the Maine Department of Agriculture, Conservation & Forestry.

iv. Bricks, flagstone, slate, stone dust or white rock, or adding stone of any kind (other than ARC-approved driveway and walkway refreshing) or converting any mulch or grass surfaces to stone. **The creation of any new stone driveways, patios or walkways is prohibited unless additional lot coverage is authorized for the Association by the Town of Wells.**

v. Landscape timbers are prohibited. Landscape timbers approved prior to 2021 may remain, but if they need to be replaced, they must be replaced with cobblestone or rubber edging depending on the current location of the timbers.

vi. Artificial turf, artificial mulch, or any material that is impermeable to water is prohibited in the Rural Zone, except that artificial turf may be used as an area rug that is, per the Town of Wells, placed on top of mulch or grass, and removed and stored at the end of the season.

vii. Fountains or other flowing water features. (Bird baths may be permitted by ARC subject to review of a submitted proposal).

viii. Wind chimes, or any other exterior object or device that makes regular or continuous noise.

ix. Canopies (other than for one-day parties and events), tents, hammocks (other than freestanding hammocks with ARC approval) and the like are prohibited.

x. Clotheslines, wires, lines, or cables of any kind to hang materials on the outside of a cottage unit are prohibited. Towels, rugs, linens, or other items may not be hung on a cottage unit porch railing.

xi. Yard tools, hoses, buckets, and other items that are used outside of your cottage must be stored out of sight. The only exceptions are outdoor furniture, grills and any other object that has been approved by the ARC.

xii. Under no circumstances may trash or trash containers be left outside your cottage.

xiii. Alteration of the 3-foot wide strip of grass abutting the road unless installing lawns.

xiv. Landscaping is not allowed within 25 feet of designated wetlands.

xv. Designated buffer zones cannot be altered or modified in any way.

xvi. There can be no grading change of land that results in the redirection of stormwater.

xvii. Landscaping projects must not cover water shut-offs. These must be visible when the plumber closes your cottage. If the shut off cannot be found by the plumber during closing, you will be billed a fee for the time taken to find it. The fee amount will be determined by the Board.

xviii. No landscape plan may exceed 15 feet from the cottage exterior or more than half of the distance between abutting cottages (measured from the nearest point of the alteration to the abutting cottage), whichever is less.

2. Standards

Cottage landscaping must conform to common standards, which include but are not limited to:

i. Driveways/Patios/Walkways: ¾" crushed bluestone, dark grey or mixed grey and white, not solid white (see examples below). Existing tan pea stone may be refreshed with the same tan pea stone or converted to ¾" crushed bluestone. If any additional lot coverage is obtained from the Town of Wells, new areas shall be ¾ inch crushed bluestone, dark grey or mixed grey and white, not solid white and not tan pea stone. Existing stone parking areas and walkways can only be replenished with ¾" crushed bluestone, dark grey or mixed grey and white, not solid white.

Mixed Bluestone



Dark Gray Bluestone



ii. Mulch must be black (preferred) or dark brown for initial laying or replenishment.

iii. Landscape edging is limited to black vinyl, plastic or rubber, or cobblestone pavers, all no higher than 2 inches above surrounding area unless needed to address safety or topographical concerns. Cobblestone pavers used for edging are only allowed in areas with existing approved stone and must be placed within existing approved stone area.

iv. Approved crushed stone areas can be converted to pavers. Pavers must be gray in color and the specific paver and design layout must be reviewed and approved by ARC.

v. Planters, plant hooks, yard and garden ornaments, bird feeders, and other types of yard ornaments are limited to a total of no more than five (5), no more than three (3) of which may be garden or yard ornaments. For example, a cottage may have up to five (5) planters or up to three (3) yard ornaments plus two (2) planters; but not five (5) yard ornaments. A plant hook counts as a planter; removable porch rail planters count as one of the five (5) permitted items. Bird feeders of all kinds count as yard ornaments. Planters and yard ornaments will be considered as part of the overall landscape plan submitted by the cottage owner.

vi. Ornamental trees and shrubs are permissible as part of the overall landscape plan.

vii. A maximum of ten (10) non-flashing white solar or hard-wired lights are allowed, up to a total of 1,000 lumens, however no single light should exceed 100 lumens.

viii. Area rugs must be placed on top of mulch or grass, and removed and stored at the end of the season per the Town of Wells.

ix. Per the Board of Directors meeting on July 18, 2022, any cottage may have a grill and a propane fire table, subject to the following: (a) no cottage may have more than two (2) total flame and/or smoke producing outdoor appliances or devices of any kind (grill, smoker, fire table, etc.); (b) any such appliances or devices must be placed at least ten (10) feet from the closest exterior cottage wall when in use or in accordance with manufacturers specifications; (c) such devices and their placement shall be shared with the nearest neighbor to the appliance or device prior to submission for approval, and (d) the appliance or device and its placement must be approved by ARC.

x. The maximum size of a grill allowed is 800 square inches of cooking surface and 90,000 BTUs.

xi. The maximum size of a propane fire table allowed is 1,764 square inches (the equivalent of a 42-in by 42-in table) and 50,000 BTUs.

3. Tree Policy

i. A written proposal for planting or removing trees shall be submitted to ARC prior to initiating the work. A cottage owner may request permission to remove or trim a tree for reasons of convenience or aesthetics. If removal or trimming is approved by ARC, the cottage owner may employ an Association approved tree service or may remove or trim a tree themselves provided that said cottage owner deliver to the Association a signed waiver of liability prior to undertaking any such actions.

ii. If tree removal or trimming is completed by the cottage owner, all costs of removal of the

tree, restoration of the land, and any replacement shall be paid by the cottage owner making the request. Any repairs to landscaping, common area, or another cottage owner's LCE needed as a result of such actions shall be paid for and completed by the cottage owner within ten (10) days of completion of the tree work.

iii. If the tree(s) is outside the privacy zone and in the LCE between cottages, Cottage Unit Owners of both affected cottages must agree to the removal.

iv. ARC manages the tree removal program paid for by the Association. Upon recommendation from ARC, the Association shall remove any dead, damaged, diseased, or hazardous trees that were not planted by a cottage owner. Work is typically completed in the late fall, but may be undertaken at other times at the discretion of ARC. The Association will seek requests from cottage owners for tree removal as part of this program towards the end of the summer.

v. There shall be no tree removal and only limited trimming of any trees in the designated Wetlands or Buffer Zone areas. If a cottage owner challenges ARC's decision that a tree is in the Wetlands or Buffer Zone, the cottage owner shall bear all costs and expenses of obtaining a written report from a duly licensed surveyor supporting the cottage owner's contention.

D. Procedures

Submitted proposals are required for any landscaping at Four Season or Seasonal Cottages, including within the six (6) foot Privacy Zone and Limited Common Element, and must be clearly illustrated with a sketch or photograph displayed on a single page accompanied by a description. The proposal form for landscape alterations is available on the Seaglass Friends website (seaglassfriends.com) and should be completed and submitted as explained below. ARC reserves the right at all times to limit the aggregate amount of landscape modifications and additions made at any one Cottage Unit.

1. Creating and Submitting the Proposal

Landscape proposals are to be submitted by email to ARC@SeaglassVillage.com. The proposal should include a descriptive narrative and a sketch or photograph. The proposal should include existing and proposed conditions. For example, include the types and names of plantings, and dimensions of the project in relation to landmarks that are already there (i.e. exterior walls of cottage, driveway, existing landscaping, solar lights, lawn ornaments, etc.). The proposal should clearly identify if the work is proposed outside the six (6) foot Privacy Zone and if so, how far outside.

Any plan extending to the Limited Common Element of a Cottage should be shared with abutting neighbors as a courtesy prior to submitting to the ARC or Board.

2. ARC Review of Proposals

The ARC will meet weekly if necessary, from May through September. If there are any scheduling conflicts, then ARC will meet as necessary to review proposals, using best efforts to provide approval or initial feedback within fourteen (14) calendar days of receipt.

i. After eligible and properly submitted proposals are reviewed by the ARC, one of the following will occur. The proposal will be:

- Approved by the ARC;
- Approved with conditions noted by the ARC;
- Returned to Cottage owner for further information; or

- Denied by the ARC.

ii. The response from the ARC will be provided to you from the Seaglass Village Staff or ARC chair through the assigned ARC Association email. The response will notify the cottage owner of approvals and approvals with conditions as well as any denials for reasons noted by the Committee. Owners may appeal an ARC decision to the Board.

Per 7.2 of the Declaration, the Board has the ultimate authority to regulate all aspects of the Common Areas and will override any decision made by the ARC if it is in the best interests of the Association.

iii. Approved plans must be implemented within ninety (90) Seaglass days (May 1 – October 31) following approval. After 90 Seaglass days, approved but unimplemented plans must be resubmitted.

iv. It is recommended that owners seeking implementation of plans by May 1 of any year submit and receive approval by September 30th of the prior year. ARC cannot guarantee review of proposals between October 1 and May 1.

v. It is required that you contact dig safe before landscaping if the project meets the qualifications in the "Dig Safe Homeowners Guide".

vi. Cottage Unit Owners must respond to their approval email when their landscaping project is complete, so that a compliance review can be completed.

3. Post-Completion Review

After your landscaping project has been completed, it will be reviewed for consistency with the application approved by the ARC. If it is found that there are aspects of the completed project or materials used on the project that do not match what was approved, the owner will be considered to be in violation of the Condominium Documents. The owner will be asked to re-submit a plan showing the exterior alteration in reality. The revised proposal will go back to the ARC for final approval. If any aspect of the revised proposal is denied, it will have to be removed or reversed at the expense of the owner in violation.

E. Violations

1. It is considered a violation of the condominium documents if you do not obtain prior ARC approval for altering the outside appearance of your cottage with projects including but not limited to:
   - Landscaping including but not limited to: planting grass, sod, trees, bushes, flowers, etc.
   - Displaying landscape decorations. ARC reserves the right to require removal of any decorations if they were installed without approval or if such decoration qualifies as lot coverage under the Town of Wells' ordinance.
   - Placing patio sets, grills, fire tables, or other lawn furniture.
   - Converting stone areas to pavers.
   - Adding more stone to the driveway or walkway.
   - Placing flower planters.
2. Exterior alteration violations are subject to fines and are imposed at the discretion of the Board under the advisement of the ARC.

Fine Schedule for Lot Maintenance or Exterior or Common Area Violations:

First Violation: Warning Notice
Second Violation: $50 (if not remedied within the specified number of days)
Third Violation: $100 (if violation continues un-remedied after 14 days of second notice)
Continuing Violations: $50/day until violation is remedied.

Fine Schedule for Removing Trees or Tree Limbs Without Prior Approval:

1. $300 per occurrence plus the cost of tree replacement.

2. Payment of any town or state fines if tree is deemed to be located in a buffer zone or wetland area.

V. AMENITIES

A. Clubhouse, Pools, and Hot Tub

1. The Clubhouse permits entrants eighteen (18) years of age and older. We are an adult focused community, and while those children and age of eighteen (18) are always welcome to visit, the Clubhouse and its amenities are areas where age restrictions are strictly enforced.

2. No vehicles can be parked at the Clubhouse with the exception of staff and vendor vehicles for the purpose of unloading products and materials. There are two parking spaces for handicapped vehicles. All other parking is designed for golf carts and bicycles.

3. Pool Hours: 6:00am - 10:00 pm with gate card access. Hours may vary throughout the season. Approved hours of operation will be strictly enforced. Those who abuse this privilege by using the pool during closed hours are violating the rights of Quiet Enjoyment of other owners and will be punitively punished.

4. SGV does not have lifeguards on duty. The General Manager of the Association ("GM") or his or her delegate, such as Association Security Officers, has the authority to order closure of the pool due to health or safety concerns at any time, and the pool shall remain closed until the threat to the health and safety of pool users has been eliminated in the discretion of the GM. The General Manager has the authority to order the immediate removal from the pool or pool area for a period of up to 72 hours of any person(s) causing damage to the pool or pool area or endangering the health or safety of other pool users.

5. Pools and spa open Memorial Day weekend through October (as with all pools these dates are always dependent on weather conditions).

6. Each cottage is permitted a party of not more than eight (8), including Cottage Unit Owners, at a pool, at any one time, unless prior approved by the GM.

7. Running, roughhousing, diving, jumping or flips are prohibited.

8. All alcoholic beverages consumed at the Clubhouse must be purchased through the Sandbar.

9. There shall be no smoking of any kind in area of the clubhouse or on the pool deck. Furthermore, Seaglass Village is a smoke-free community, and smoking is prohibited on the property, with the exception of on your porch or inside your cottage.

10. Please place trash in designated receptacles. There are designated recycle bins for aluminum cans and plastic bottles. Under no circumstance should any glass beverage holders or containers be on the pool deck.

11. If you do move pool furniture, please replace it upon leaving the pool area. Umbrellas must be closed and tied when not in use to prevent any damage or injury due to wind.

12. Please read the sign posted at the spa. This sign is mandated by The Maine Department of Public Health with specific rules and health warnings.

13. Persons with medical conditions should consult a physician before using the spa. Users who feel dizzy, faint or nauseous must leave the spa immediately.

14. Note that pools may be shut down for a minimum of 48 hours for purposes of draining, vacuuming, and cleaning should any broken glass of any nature, or any other potentially harmful materials be found in or around the immediate area of the pool(s).

15. Cottage Unit Owners or visitors at the pool in need of special assistance for medical conditions or otherwise should make arrangements with the General Manager.

16. No music is permitted on the pool deck at the clubhouse or in the Fitness Center except for SGV-sponsored or authorized events without the use of earphones.

17. No food of any kind is permitted in the pool(s) or in close proximity of the pool(s) edge. Food and candy cause a cleanliness problem for the facility which is a safety issue.

18. There shall be no consumption of any beverages while a person is standing or swimming in the pool(s). Beverages in and around the pool(s) cause a cleanliness problem for the pool facility which is a safety concern. Beverages will be allowed while sitting on the edge of the pool only while a person is in complete control of the beverage and does not enter the pool(s). No beverage shall be left unattended along the pool(s) edge.

19. Shoes contain germs and bacteria. Only approved footwear designed for use in the pool water shall be worn in the pool(s). Approved footwear shall be put on and off while on the pool deck. Approved footwear used for the pool(s) cannot be worn inside any buildings or on grounds outside the pool deck space. (Note: Footwear worn for medical reasons shall follow the same rules as stated above).

20. Abusive or foul language, fighting and any type of inappropriate behavior that is detrimental to the welfare and enjoyment of others will not be tolerated.

21. Anyone who willfully or neglectfully causes damage to Seaglass Village property will be held responsible for repairs.

22. The Seaglass Village Condominium Association is not responsible for loss, theft or damage to personal belongings.

23. Individuals not adhering to the policies/rules will be asked to leave the area.

24. The Association and the Board reserve the right to revoke the privileges of anyone in violation of the rules.

B. Fitness Center

1. The Fitness Center is accessible between 6:00am and 10:00pm between May 1 and October 31. You can use your gate pass to access the amenity area of the Clubhouse outside the hours of operation for the Front Desk. Our Fitness Center includes various machines that strengthen your cardiovascular system and muscular endurance such as treadmills and bikes, free weights, and nautilus machines. There is also ample space for floor workout routines and group classes. Please note the rules regarding use of the Fitness Center.

2. Use of the Fitness Center is at users' own risk. Management and/or the Association Staff will not be responsible for any accidents or injuries to any person using the exercise room, its equipment, or who participates in the exercise classes.

3. Use is restricted to persons eighteen (18) years of age and older.

4. All equipment must be wiped down after each use to prevent the spread of bacteria.

5. Food, gum and glass containers are not permitted in the fitness area.

6. Remove all personal items from the shower and gym after use. The Association is not responsible for lost or stolen personal items.

C. The Sandbar

1. The Sandbar is located in the Clubhouse and is for the use of all Cottage Unit Owners, guests and renters 18 years of age and older. We serve soda, beer, wine, and spirits. There will also be light snacks available for purchase. We will have the bar open for most activities and entertainment that fall within the scheduled hours of operation. Any activities that occur outside of the scheduled bar times, please check with your Association staff if the bar will be open. Please check with Association staff for scheduled Sandbar hours.

2. During these posted hours we make sure that the bar is staffed with a knowledgeable and skilled bartender who can pour beer, wine and mixed drinks as requested. Please remember to tip your bartender accordingly.

3. The following laws and basic rules relate to our liquor license and The Sandbar. Your understanding and cooperation of these state laws is required and greatly appreciated!

   State of Maine Regulations

   i. We have been issued a license to consume liquor throughout the clubhouse and the pool deck. The consumption of liquor is permitted in these areas only. There is to be no alcohol out front or on the side of the building. You will see signs that say “No Alcohol Beyond This Point” instructing you where the consumption of alcohol is not permitted. We ask that everyone do their best to remind our friends and neighbors to follow this policy.

   ii. At the Clubhouse, we cannot permit the consumption of any alcoholic beverage that is not purchased through the Sandbar. If alcohol is brought in from outside The Sandbar, our association staff is instructed to ask you to bring it back to your cottage or leave it at the Front Desk, so that you can pick it up when you leave.

   iii. The Sandbar asks that all guests between the ages of 18 – 20 who are accessing these legal consumption areas be accompanied by a parent or legal guardian at all times. The Sandbar offers nonalcoholic beverages for purchase. Without showing proper Identification, the bartender(s) is prohibited, by law, from serving alcoholic beverages. Always be prepared to show identification.

   iv. The bartender(s) is instructed to use a faith-based decision not to serve to anyone who is already visibly intoxicated.

   v. The bartender(s) is able to deny alcoholic beverages for any reason, other than discrimination on the basis of religion, sex, gender, national origin, or race.

vi. No Glass: The Sandbar is restricted to containers made of plastic and aluminum. We will have some beers in our cooler that are packaged in glass bottles, but the bartender(s) will pour the beer into the plastic mug. Please do not bring any beverages into the pool area or Pavilion that is in a glass, ceramic, crystal, pottery or other non-shatterproof container or beverage holder.

vii. Tabs: The bartender(s) will be able to open a tab for you during the course of your stay at The Sandbar. If you would like to start a tab we ask that you inform the bartender after you order and secure the tab by leaving a credit or debit card at the bar. All bar tabs must be settled at the close of business each day via cash or credit. The State of Maine does not permit the extension of credit for the purchase of liquor.

viii. Closing Time: Due to the volume of business being unpredictable, the bartender(s) holds the authority to make the judgment to announce last call if they have gone sixty (60) consecutive and uninterrupted minutes without serving a patron. This may be before the scheduled time for closing.

ix. Volunteers may work at the Sandbar, but must first pass the TIPS course (to be paid by SGV) and must adhere to the documented Sandbar Volunteer Information Sheet.

D. Family Pool Area

1. For the safety and enjoyment of all please be observant and attentive to your children while using the Family Pool and its bathroom facilities!

2. Seaglass Village does not have lifeguards on duty. The General Manager of the Association ("GM") or the GM's delegate(s), such as Association Security Officers, has the authority to order closure of the pool due to health or safety concerns at any time, and the pool shall remain closed until the threat to the health and safety of pool users has been eliminated in the discretion of the GM. The GM has the authority to order the immediate removal from the pool or pool area for a period of up to 72 hours of any person(s) causing damage to the pool or pool area or endangering the health or safety of other pool users.

3. Each cottage is permitted a party of not more than eight (8), including Cottage Unit Owners, at the pool, at any one time, unless prior approval by the GM.

4. Running, roughhousing, diving, jumping or flips are strictly prohibited.

5. Children under 13 should be accompanied by an adult.

6. Alcoholic beverages are allowed in this area. Under no circumstance are glass, ceramic, crystal, pottery or other non-shatterproof containers or beverage holders permitted on the pool deck.

7. There shall be no smoking of any kind in the area of the rental building or on the family pool deck.

8. In the event that a glass container is broken inside the fenced in area, we would be mandated to close the pool so that proper protocol could be carried out. That protocol is to drain the water, vacuum the pool, clean the filters, refill and retreat the new water. This would take anywhere from 3 to 4 days.

9. Please place trash in designated receptacles. There are designated recycle bins for aluminum cans and plastic bottles.

10. If you do move pool furniture, you must replace it upon leaving the pool area. Umbrellas must be closed and tied when not in use to prevent any damage or injury due to wind. Children under thirteen (13) must be supervised by an adult eighteen (18) years old or over, at all times while at the Family Pool.

11. Children who are not toilet-trained will be allowed in the pool(s) only if they wear a swimsuit diaper or plastic pants and a swimsuit. Cloth or disposable diapers are not acceptable. Pool contamination is a health code violation. Fecal contamination is a public hazard and will result in pool(s) shut down.

12. Cottage Unit Owners or visitors at the family pool in need of special assistance for medical conditions or otherwise should make arrangements with the General Manager.

13. No food of any kind is permitted in the pool or in close proximity of the pool(s) edge. Food and candy cause a cleanliness problem for the facility which is a safety issue. There shall be no consumption of any beverages while a person is standing or swimming in the pool(s). Beverages in and around the pool(s) cause a cleanliness problem for the pool facility which is a safety concern. Beverages will be allowed while sitting on the edge of the pool only while a person is in complete control of the beverage and does not enter the pool(s). No beverage shall be left unattended along the pool(s) edge.

14. Shoes contain germs and bacteria. Only approved footwear designed for use in the pool water shall be worn in the pool(s). Approved footwear shall be put on and off while on the pool deck. Approved footwear used for the pool(s) cannot be worn inside any buildings or on grounds outside the pool deck space. (Note: Footwear worn for medical reasons shall follow the same rules as stated above).

15. Note: Pools may be shut down for a minimum of 48 hours for purposes of draining, vacuuming, and cleaning should any broken glass of any nature, or any other potentially harmful materials be found in or around the immediate area of the pool(s).

16. Abusive or foul language, fighting and any type of inappropriate behavior that is detrimental to the welfare and enjoyment of others will not be tolerated.

17. Anyone who willfully or neglectfully causes damage to Seaglass Village property will be held responsible for repairs.

18. The Seaglass Village Condominium Association is not responsible for loss, theft or damage to personal belongings.

19. Individuals not adhering to the policies/ rules will be asked to leave the area.

20. The Association and the Board reserve the right to revoke the privileges of anyone in violation of the rules.

E. The Pavilion

1. The Pavilion is located in the Clubhouse and is encased in sliding glass doors. This is where we host a variety of entertainment throughout the summer including DJs, live bands, karaoke,

games, comedians and potluck dinners. Join us for evenings full of music, dancing and laughter. Please check for a list of events in our activity calendar publications or with our Activities Committee for more details. Events are open for all Cottage Unit Owners, renters and guests (if room allows, Cottage Unit Owners having priority). Please note that Seaglass Village noise regulations apply. The Pavilion is not available for private functions. No animals allowed.

F. Dog Park

1. At Seaglass Village we understand the special bond between people and their pets. The dog park is a designated amenity for you and your dog to romp, exercise, and meet the neighboring dogs. It is a wooded area at the back of the property that has been thinned out, fenced in, and mulched. This is a spot where dogs can run and play freely with other dogs. Once you and your dog get inside the fence, leashes can come off!

2. At the dog park, there is a picnic table, a water dish, and a Doggi Pot stand for your convenience. It would be great if the members of the dog owner community could take turns, or all pitch in, to supply water for the dogs to drink. The Association cannot supply the water.

3. Just a few things to keep in mind while you are enjoying this amenity. Dogs may not exit the doggy park without a leash. Also, dogs must be attended to at all times.

G. Fire Pit

1. There is a designated area behind the family pool where our Cottage Unit Owners can enjoy an outside fire. Fires are not to be had anywhere on-site except for this area. This area is to be self-maintained. Therefore, we ask that you help to keep it tidy and enjoyable by honoring the carry in/carry out policy. Meaning, whatever you bring to the fire pit, please be sure to leave with it as well. This includes food, trash, bottles, chairs and other personal items. This also applies to the outdoor fireplace at the Clubhouse.

2. To ensure the safety of yourself and others, please start the fire safely and properly. Before you light the fire, it is wise to check for the wind direction. A strong wind can always make even a small fire become an inferno with the addition of wind and can spread very quickly. Therefore, never use any accelerates to light the fire.

3. Do make sure that you keep a considerable distance away from the fire pit once it is lit. There are tendencies for fires to spit out sparks. Therefore, be very careful and aware of your body when enjoying this amenity area. Also, be sure to clear the area around the fire pit from any combustible materials. Dry leaves, paper, dry grass or pine needles can catch fire easily from the sparks that may fly out of the fire pit. Your furniture also should be away from the fire pit as they can also be damaged by the fire sparks.

H. Courts

1. The pickleball / basketball facility located at the back of the property is identified as court #1. It is open to all ages and restricted to only the use pickleball & basketball. Please make sure children under the age of 18 are accompanied by an adult. Courts are designated for Open Play from 8-11 am daily.

2. The tennis court located at the intersection of Seaglass Blvd. and Crow’s Nest is identified as court #2. It is open to all ages and restricted to only playing tennis. Please make sure all children under the age of 18 are accompanied by an adult.

3. There is a court schedule at the Front Desk so that tennis and pickle-ball players can be assured that the court will be free when they want to play or practice. Let the staff know when you would like to sign up and we will schedule it. We can schedule as many time blocks as you would like as long as they are not already taken by other players.

4. No skateboards, rollerblades, bicycles or dogs are permitted on any tennis or pickleball court.

I. Outdoor Recreational Areas

1. Our outdoor recreational areas consist of shuffleboard, bocce ball court, putting green, basketball, tennis court & pickle-ball court. These areas are to be used for their intended purposes, only. Please remember to use your feet, bikes and golf carts to access these areas, as there will not be any parking for vehicles. There are specially marked parking spots for cars at the clubhouse and tennis court for handicapped parking. Please make sure to display proper placard or plate while parking in these spots.

    a. Users will be charged if any equipment is damaged or broken by means other than normal usage.

J. Bicycle Racks

1. Bicycle racks are located throughout the community. We encourage all Cottage Unit Owners with bicycles to likewise purchase and use bike racks at their cottages.

Fine Schedule for Clubhouse and Family Pool	
Glass Containers at Poolside	$100 per occurrence, or the cost of remediating broken, whichever is greater.
Pets at Poolside	$100 per occurrence
Smoking	$100 per occurrence
Children in Non-approved Diapers	$100 per occurrence
Food or Drinks in the pool(s)	$100 per occurrence
Possession/consumption of alcohol in the clubhouse and pool area that was not purchased at the Sandbar	$100 per occurrence
Cottage Unit Owners will be fined $300 dollars and the cost of the pool(s) closure and cleaning due to health code violation from drinking or eating in the pool(s); OR from any pool contamination from bacteria or fecal matter in the pool resulting from improper use of water shoes or diapers.	

VI. ACTIVITIES

1. For all events to be held in the Pavilion - we have a seating capacity limit of 120 people. Registration will be on a first-come first-served basis.

2. For catered events - the registration and payment deadline will be 5 days prior to event. No additional registrations will be taken after that date. No refunds will be given after that date. Each catered event will have a regular/owner price and a guest price. Each cottage will be limited to 4 "tickets" at the regular/owner price, all additional "tickets" will be at the guest price, which may or may not be higher (TBD per individual event). Owners receive priority registration over guests.

3. No individual committee member, Board member, or staff member has the authority to override these policies.

Planning these events takes a lot of work and coordination, and the committee thanks you for your understanding and cooperation.

VII. MISCELLANEOUS

A. **Use of Seaglass Brand**
No individual owner or group of owners may utilize the Seaglass Village Association brand name or any derivative thereof for personal or business purposes without prior written authorization from the Seaglass Village Board of Directors.

Violation Procedure:
Step 1 – a written request to cease and desist from the Board of Directors will be sent via email and certified mail (and/or other means at the sole discretion of the Board of Directors).
Step 2 – If not remedied within 14 days: a written notice of intent to file a legal Cease and Desist Order will be sent to the owner via email and certified mail mail (and/or other means at the sole discretion of the Board of Directors), and a $100 fine will be assessed for non-compliance with the Seaglass Rules Fines and Enforcement Policy.
Step 3 – if not remedied within the following 14 days, a legal Cease and Desist Order will be filed through the Seaglass Village attorney. All legal and other expenses incurred in this process will be the responsibility of the owner(s) in violation.

B. **HOA Board of Trustees Policy for Engagement of Professional Services with Hourly Rate**

a. Authorization of Expenditures:
The Board of Trustees must authorize a capped amount that can be spent on professional services. The Board must also authorize a specific period during which these funds may be spent.

b. Designation of Authorized Person:
The Board must identify a single person authorized to request the usage of these funds. This authorized person must confirm the amount and the period during which the expenditures can be made.

c. Reporting Requirements:
The authorized person or committee must provide weekly reports of expenditures or requests that could result in expenditures. These reports must include the amount authorized during the week and the total amount still available to spend.

Items such as emails and phone calls to sources that charge billable hours (e.g., attorneys or accountants) must be logged, including the costs associated with these correspondences.

d. Record Keeping:
All professional service providers must keep detailed logs of emails, phone calls, and other correspondences that incur billable hours. These logs must include each correspondence's date, time, nature, and associated costs. Example:

Date	Time	Nature of Correspondence	Service Provider	Associated Cost ($)	Total Authorized Amount($)
4/7/2025	10:30 AM	Phone call re: legal advice	ABC Law Firm	$250	
4/8/2025	2:15 PM	Email re: accounting review	XYZ Accounting Services	$150	
4/10/2025	11:45 AM	In-person meeting re: HOA policy	DEF Consulting Group	$400	

e. Compliance and Review:

The Board will periodically review this policy's expenditures and effectiveness to ensure compliance and make any necessary adjustments.

APPENDIX 1 – STANDARD COMPLAINT FORM

Seaglass Village
PO Box 388
Moody, ME 04054
Phone – 866-786-8554

Mail to:

Seaglass Village
PO Box 388
Moody, ME 04054
Phone - 866-786-8554 **OR** Drop-off to the General Manager

Complainant's Name:

Address:

Phone (Home):

Violator's Name:

Address:

Date Violation Took Place:

Description of Violation:

Complainant's Signature: Date:

NOTE: Complainant' s name will be held in confidence unless a formal hearing becomes necessary,

at which time the complainant may be asked to appear before the Board.

APPENDIX 2 – WARNING NOTIFICATION OF VIOLATION

Seaglass Village
PO Box 388
Moody, ME 04054
Phone – 866-786-8554

Date:

(Name and Address of Violator)

Dear :

As a result of your failure to comply with the Rules of the Association, specifically, for your noncompliance with the enclosed Rule prohibiting ***(summarize violation),*** you are hereby being warned for failure to comply with the SGV rules policy.

(Identify violation and dates)

Please be advised that you are not required to request a hearing before the Board relative to the above violation. THIS IS ONLY A WARNING. If the violation continues you will be sent another notification of violation. You will have the right to be heard prior to being fined according to the schedule attached herein for the specific violation stated above.

Seaglass Village
PO Box 388
Moody, ME 04054

Thank you for your cooperation in the matter.

Very truly yours,

SEAGLASS VILLAGE CONDOMINIUM ASSOCIATION
General Manager

cc: Board of Directors

Sent via:

Certified mail	Date:
Regular mail:	Date:
Hand Delivered by a SGV staff member	Date:

APPENDIX 2a – FIRST NOTIFICATION OF VIOLATION

Seaglass Village
PO Box 388
Moody, ME 04054
Phone – 866-786-8554

Date:

(Name and Address of Violator)

Dear :

As a result of your failure to comply with the Rules of the Association, specifically, for your noncompliance with the enclosed Rule prohibiting ***(summarize violation),*** you are hereby being notified for failure to comply with the SGV rules policy which may carry a fine of .

(Identify violation and dates)

Please be advised that you have the right to request a hearing before the Board relative to the above if you dispute these allegations. If you intend to request a hearing, you must do so, in writing within 10 days from the date of this letter. Mail your request to:

Seaglass Village
PO Box 388
Moody, ME 04054

You shall be notified of the date and time the hearing will take place. You have the right, if you choose, to retain legal counsel and have same present with you at this hearing. Thank you for your
cooperation in the matter.

Very truly yours,

SEAGLASS VILLAGE CONDOMINIUM ASSOCIATION
General Manager

cc: Board of Directors

Sent via:

Certified mail	Date:
Regular mail:	Date:
Hand Delivered by a SGV staff member	Date:

APPENDIX 2b – SECOND NOTIFICATION OF VIOLATION

Seaglass Village
PO Box 388
Moody, ME 04054
Phone – 866-786-8554

Date:

(Name and Address of Violator)

Dear :

As a result of your failure to comply with the Rules of the Association, specifically, for your noncompliance with the enclosed Rule prohibiting (summarize violation), you are hereby being notified for a second time for failure to comply with the SGV rules policy which may carry a fine of $_____

(Identify violation and dates)

Please be advised that you have the right to request a hearing before the Board relative to the above if you dispute these allegations. If you intend to request a hearing, you must do so, in writing within 10 days from the date of this letter. Mail your request to:

Seaglass Village
PO Box 388
Moody, ME 04054

You shall be notified of the date and time the hearing will take place. You have the right, if you choose, to retain legal counsel and have same present with you at this hearing. Thank you for your cooperation in the matter.

Very truly yours,

SEAGLASS VILLAGE CONDOMINIUM ASSOCIATION
General Manager

cc: Board of Directors

Sent via:

Certified mail	Date:
Regular mail:	Date:
Hand Delivered by a SGV staff member	Date:

APPENDIX 2c – RECURRING NOTIFICATION OF VIOLATION

Seaglass Village
PO Box 388
Moody, ME 04054
Phone – 866-786-8554

Date:

(Name and Address of Violator)

Dear :

As a result of your failure to comply with the Rules of the Association, specifically, for your noncompliance with the enclosed Rule prohibiting (summarize violation), you are hereby being notified of a recurring failure to comply with the SGV rules policy which may carry a fine of $_____.

(Identify violation and dates)

Please be advised that you have the right to request a hearing before the Board relative to the above if you dispute these allegations. If you intend to request a hearing, you must do so, in writing within 10 days from the date of this letter. Mail your request to:

Seaglass Village
PO Box 388
Moody, ME 04054

You shall be notified of the date and time the hearing will take place. You have the right, if you choose, to retain legal counsel and have same present with you at this hearing. Thank you for your
cooperation in the matter.

Very truly yours,

SEAGLASS VILLAGE CONDOMINIUM ASSOCIATION
General Manager

cc: Board of Directors

Sent via:

Certified mail	Date:
Regular mail:	Date:
Hand Delivered by a SGV staff member	Date:

APPENDIX 3 – HEARING NOTICE

Seaglass Village
PO Box 388
Moody, ME 04054
Phone – 866-786-8554

Date:

(Name and Address of Violator)

Re:

Dear :

You are hereby notified that a hearing shall be held before the SGV Association Board at _____on_____, 20XX at_____a.m./p.m. relative to the notices of violation sent to you. You must be present at the hearing. You have the right, if you choose, to have legal counsel present with you at this hearing. If you fail to appear at the hearing, the Board shall render its decision and the notices of violation shall be enforced.

Very truly yours,

SEAGLASS VILLAGE CONDOMINIUM ASSOCIATION
General Manager

cc: Board of Directors

Sent via:

Certified mail	Date:
Regular mail:	Date:
Hand Delivered by a SGV staff member	Date:

APPENDIX 4 – SUMMARY OF FINES TABLES

Parking Violations

Fine Schedule for Parking Violations (Cars, Golf Carts, Motorized Vehicles)*

First Violation	$25 or Warning Notice**
Second Violation	$50
Continuing	$100
Violations Recurring	Revocation of car registration documentation

Violations Notes

The General Manager will have authority to tow vehicles not in compliance with parking restrictions at the owner's expense.

*__Parking at the Clubhouse__ will result in a First Violation of $50 dollars and/ or subject to a towing charge at the discretion of the GM.

**Warning Notices are at the discretion of General Manager or Security Staff

Traffic Violations

Fine Schedule for Misc. Traffic Violations or Safety

Use of Prohibited Vehicles:	$50 per occurrence
Tailgating	$100 per occurrence
Traveling the Wrong Way	$100 per occurrence
Breaking the gate due to tailgating	$350 per occurrence plus the cost to repair

Fine Schedule for Speeding Violations or Golf Cart Use

First Violation	$50 or Warning Notice*
Second Violation	$100
Continuing Violations	$150
Recurring Violations	Revocation of car / golf cart registration documentation

Notes

*Warning Notices at the discretion of the General Manager or Security Staff

Pet Violations

Fine Schedule Unauthorized Pets (Type or Excessive Number or Nuisance, No Leash, Left Unattended, No Registration)

After one warning, a fine of $100.00 for each and every violation of any of the foregoing pet policies shall be levied on the pet owner. Repeated and/or egregious violations will result in revocation of the pet's registration and the pet's expulsion from the premises.

A fine of $500 will be levied against the cottage owner for each and every violation where a pet has not been properly registered and is found on Seaglass Village property.

A fine of $500 per day will be levied against the cottage owner for failure to remove an unregistered pet or a pet whose registration has been revoked.

Exterior or Common Area Violations

Fine Schedule for Lot Maintenance or Exterior or Common Area Violations

First Violation	Warning Notice
Second Violation	$50 (if not remedied within the specified 7 of days)
Third Violation	$100 (if violation continues un-remedied after 14 days of second notice)
Continuing Violations	$50/day until violation is remedied

Fine Schedule for Removing Trees or Tree Limbs without Prior Approval

$300 per occurrence plus the cost of tree replacement

Payment of any town or state violations if tree is deemed to be located in a buffer zone or wetland area.

Fine Schedule for Camera Policy Violations

First Violation	Warning Notice
Second Violation	$50 (if not remedied within the specified 7 of days)
Third Violation	$100 (if violation continues un-remedied after 14 days of second notice)
Continuing Violations	$50/day until violation is remedied

Clubhouse and Family Pool Violations

Fine Schedule for Clubhouse and Family Pool	
Glass Containers at Poolside	$100 per occurrence, or the cost of remediating broken, whichever is greater.
Pets at Poolside	$100 per occurrence
Children in Non-approved Diapers	$100 per occurrence
Food or Drinks in the pool(s)	$100 per occurrence

Cottage Unit Owners will be fined $300 dollars and the cost of the pool(s) closure and cleaning due to health code violation from drinking or eating in the pool(s); OR from any pool contamination from bacteria or fecal matter in the pool resulting from improper use of water shoes or diapers.

Abusive or Disrespect Language toward the SGV staff

Fine Schedule for Abusive or Disrespect Language toward the SGV staff

1. $100 per occurrence

Smoking Fines

Smoking	$100 per occurrence

Fine Schedule for Trash Area Violations

Cottage Unit Owners will be charged a $100 fine for violating any of the above trash rules. For bulk-waste items requiring off-site disposal, owners will also be charged removal costs. Cameras have been placed inside and outside of the trash area and will be reviewed per our Camera Policy as needed to identify violators.

Fine for use of Seaglass Brand Name without permission

$100 fine plus any/all legal and other expenses incurred in a cease and desist process.

General Fines

General Fine Schedule for failure to meet Federal, State or Town Ordinances, Laws or Statues, or Seaglass documented rule.

1. $300 per occurrence
2. Payment of any town or state violations or fines.

Note: The General Manager will full have discretion to determine a different fine amount based on the circumstances of the violation.

Rental Violations

Fine Schedule for Rental Violations	
First and Subsequent Violations	$5,000 or 50% of the total rental minimum amount for each day rented without the Association approval, whichever is greater.

APPENDIX 5 – SUMMARY OF REVISIONS

October 2025

- Section III.Q. - Added Rental Authorization Requirement

July 2025

- Added "or in the Fitness Center" to V.A.16 - No music is permitted on the pool deck at the clubhouse or in the Fitness Center except for SGV-sponsored or authorized events without the use of earphones.

June 2025

- EMOC Policies incorporated

April 2025

- Section VII.B - Added HOA Board of Trustees Policy for Engagement of Professional Services with Hourly Rate

January 2025

- Section III.D.2 - Updated to waive buy-in fee for owners selling one unit and buying another within 30 days, effective 1/1/2024 (per BOD meeting September 23, 2024)
- Motion to add "or Seaglass documented rule" to the Rules, Fines and Enforcement Policy general fine so that the rule now states "General Fine Schedule for failure to meet Federal, State or Town Ordinances, Laws or Statues, or Seaglass documented rule." (approved at BOD meeting 1/14/25)
- Pickleball courts are designated for Open Play from 8-11 am daily (per September 2024 Board meeting)
- Section III.A.2.b - Check-in and check-out form to the current date and time only (no longer be able to pre- or post-date a check-in. (Per March 18 2024 Board Meeting)

May 2024

- **Corrected this language that should have been updated in May 2022 regarding transfer/buy-in fees -** As of May 15, 2022, these fees are: $200 condo questionnaire, $200 resale certificate, and transfer fee equivalent to 9 months of HOA dues.

March 2024

- Added rule under Miscellaneous about the use of the Seaglass brand name without permission

July 2023

- Changed "glass" to "glass, ceramic, crystal, pottery or other non-shatterproof containers" in Rules in Section V. Paragraph C. – The Sandbar and Paragraph D. - Family Pool Area (per BOD meeting 7/24/23)
- Motion to add "Possession/consumption of alcohol in the clubhouse/pool area that was not purchased at the Sandbar…….$100 per occurrence" to Rules Section V. Paragraph C. - The Sandbar (per BOD meeting 7/24/23)
- Changed "in the off-season" to "at any time" in Section III.A.4 "Visitors during the off-season Please

remember that the Association staff is not responsible for granting access to your cottage…" (per BOD meeting 6/11/23)

April-June 2023

- Amended fire table/grill rule to allow for both if desired - passed by Board 7/18/2022 (Section III.N.1)
- Replaced entire Architectural/Landscape Policy, Prohibitions, Standards & Procedures section (Section IV) as approved by the Board at the April 2023 meeting.
- Moved Security Camera Policy to Section III. O.
- Added rule that credit cards may only be used for Sandbar and Entertainment purposes, per the Board meeting on April 26, 2022. (Section III.P)
- Removed Section III. N. Grills and Fire Tables, as this is addressed in the ARC rules (Section IV)
- Updated Trash section (Section III. I.) (per BOD meeting May 17, 2022)
- Updated Section III.A.4 to remove the words "in the off-season" so that the rule stands any time the owner is not in their cottage (per BOD meeting June 11, 2023)

June 2022

- Employees are not permitted to serve as paid employees – passed by Board on May 15, 2022 (Section III. M. 1)
- Added maximum sizes for grills and fire table (voted by Board on 3/20/2022)
- Amended maximum size of grill (voted by Board 5/15/2022)
- Added rule re: grill OR fire table (voted by Board 5/15/2022)

November 2021

- Added Security Camera Policy (Section IV. 4. J) - approved by Board 6/13/2021 and Fine Schedule approved by Board 8/15/21
- Added Activities Policy (Section 6.2) approved by Board 8/15/2021
- Moved Smoking Policy to Rules and Regulations section (was previously erroneously posted under Hanging Towels policy) – Section III. K .1.
- Outlined a specific Smoking fine schedule (smoking was previously only referenced under the separate Clubhouse and Family Pool sections and did not address other common areas)
- Added that cottage owners are responsible for maintenance of all property 50% between cottages up to 50' or to a wood line, whichever is less (Section IV. 4. K. ii) – passed by Board 8/15/2021
- Added Addendum regarding Lot Coverage fines instituted at Board meeting 9/26/2021
- Changed cottage parking to read 8 vehicle wheels in a cottage's allotted driveway space instead of "2 vehicles" (for four-season cottages, this would be 4 vehicle wheels) – Board motion approved 9/26/2021
- Changed quiet hours to align with the Town of Wells (as noted in Board meeting minutes from 10/17/2021)
- Added that grills must be placed 10 feet from cottage (per our insurance company, as noted in Board meeting minutes 10/17/2021)
- Added Term limits for Committee Chairs will be up to 2 years. Chairs are appointed by the Board. At the end of the term, committee members would have the opportunity to request Board consideration for the role. – Voted by Board 10/17/2021 (Section III. L. 1)
- Added that Sandbar volunteers must take the TIPS certification and adhere to the documented Sandbar Volunteer Information Sheet. Voted by Board 10/17/2021 (Section V. C. ix)
- Updated the rule regarding resale transfer fees to be in alignment with similar local properties (voted by the Board 10/17/2021) – Section III. D. 3.

- Added that up to 2 staff vehicles may be parked at the Clubhouse – passed by Board on 11/21/2021 (Section III. E. 3).

ADDENDUM – LOT COVERAGE VIOLATIONS

Seaglass Village is only allotted a very specific amount of lot coverage, as defined as that portion of a lot occupied by structures, parking lots, patios, sidewalks, except sidewalks located in an easement granted to the Town for sidewalk purposes or other areas which were devegetated and which are not to be revegetated.

Currently, the fine for a town violation is in our rule book would be $300 per occurrence. The Board thought that was excessive for something that an owner didn't really create and/or were given permission at one point by the builder. Owners may have been given approval by the developer or SGV's ARC committee for drip edges and other hardscape areas, even though these items were against town ordinance. So the Board voted to institute only a penny per day fine for that, while we were looking for solutions for the issue. This fine schedule shows some effort on our part hoping to mitigate if the town came in trying to fine us and the owner.

The motion is to institute that penny a day fine which would accrue from the August 31, 2021 date the notification letters were sent to owners, until we reach a solution. A solution will take one of four forms:

- a variance allowing additional lot coverage
- rezoning to reclassify SGV and thereby removing the limitation on lot coverage
- the acceptance of revised drawings which document items including drip edges
- the exhaustion of all of the above efforts with no change implemented

Fines would not become due until that solution date is reached. If the owner chooses to sell prior to the solution date, the cottage would need to be brought into compliance with the current drawings and no fine would be assessed at that time.

Note from the Board Sept 2021: The current drawings allow for 66 future patios/etc . We can accept the current drip edges if they are equal to the 66 future patios. While we are trying to determine if the current drip edges are equal to 66 patios, we will require any cottage sold to be in compliance with current drawings at the time of sale, meaning no drip edges. Until we determine everything is within the current coverage requirements the penny per day fine will remain in place.

Lot Coverage Fines

Fine Schedule for Lot Coverage violations

1. $.01 per day initiating from September 1, 2021.
2. Payment of any town or state violations or fines.

ADDENDUM - EMOC POLICIES

- Under Cottage Door Policy
- 3-Season Gutter Policy
- Deck Policy
- Cottage Attachment Policy
- AC on Porches (portable units) Policy
- Mini Split AC (with heat to replace wall conditioner, not porch) Policy
- AC only Mini Split or Ducted for Porch Policy
- Digital Door Lock Policy

Under Cottage Door Installation Policy

Revision Date: June 1, 2018

Purpose and Applicability

The purpose of this policy is to provide guidance for the installation of doors on the lattice under three- and four-season cottages.

Authority/Background

Seaglass Village, a Seasonal Cottage Condominium Community ("Seaglass") was established through a Declaration of Condominium recorded at the York County, Maine Registry of Deeds on August 21, 2009 in book 15709 at page 110. Seaglass is governed by said Declaration and the bylaws recorded with the Declaration and as amended.

Policy

- There is a four (4) door maximum per cottage.
- No more than two (2) doors shall be installed on any one side of a cottage.
- All doors shall have a minimum of two (2) hinges per door.
- The maximum width of any one door is 36 inches.
- Side by side doors are permissible to obtain a larger opening. If the side by side door option is chosen, then the cottage owner has chosen to use two (2) of the four (4) door allotment.
- Installations shall be completed per all existing policies with regards to construction and paint color.
- The cottage owner must submit a completed Proposal for Exterior Alterations Form to the General Manager (GM) for review by the Engineering, Maintenance, and Operations Committee (EMOC) or by the GM. Written approval from EMOC or the GM is required before work commences.

Revision History

Revision	Description of Change	Date
00	Original issue	01-Jun-2018

FILE: SGV EMOC Under Cottage Door Policy Rev00.doc Revision 00, Page 1 of 1

All-Around Gutter Policy for Three-Season Cottages

Revision Date: September 28, 2019

Purpose and Applicability

The purpose of this policy is to provide guidance for the installation of Rainhandler gutter systems on three-season cottages.

Authority/Background

Seaglass Village, a Seasonal Cottage Condominium Community ("Seaglass") was established through a Declaration of Condominium recorded at the York County, Maine Registry of Deeds on August 21, 2009 in book 15709 at page 110. Seaglass is governed by said Declaration and the bylaws recorded with the Declaration and as amended.

Policy

1) **Per existing policy, plastic half-round gutters are permitted only at the front entrance of each cottage.**
2) This policy addresses the installation of gutters around the remainder of the cottage.
   - Gutters may be placed on all fascia not covered by the existing front entrance gutter policy; however this policy does not require all fascia to be guttered.
   - The gutters specified in this policy may not be used at the front entrance.
3) Cottage Owners are responsible for all weather damage caused or contributed to by the installation of gutters on the exterior of cottage.
4) The cottage owner must submit a completed *Proposal for Exterior Alterations Form* to the General Manager approval.
5) The Cottage Owner may perform the work to install the gutter system (must sign waiver) or hire a licensed and insured contractor.
6) EMOC has selected the Rainhandler gutter system (www.rainhandler.com) which is a rain dispersal system invented by an M.I.T. engineer. Unlike conventional gutters, Rainhandler gutters disperse roof runoff without creating concentrated discharges to around the cottage. Because the runoff is mostly converted back into droplets, it falls harmlessly to the ground around the cottage

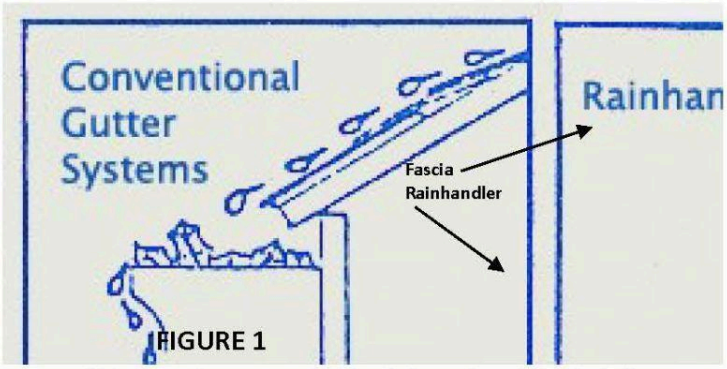


FIGURE 1

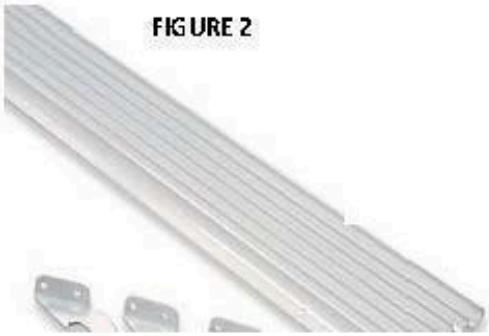
   - NOTE TO COTTAGE OWNER – Rainhandler gutters are not a perfect solution as there may still be a slight drip line if the ground around the cottage is dirt or mulch. EMOC selected Rainhandler because it is cosmetically/visually unobtrusive and eliminates the

potential inter-cottage water runoff management problem caused by downspouts. Furthermore, Rainhandler gutters will continue to promote the free flow of water through the property as designed by the developer and approved by the town.

7) Rainhandler Specs:

- The approved color for Rainhandler gutters is WHITE.
- Rainhandler gutters are sold in five (5) foot length sections.
- Each section is mounted using three (3) brackets with two (2) small screws per bracket.

FIGURE 2



8) **INSTALLATION notes and comments for Seaglass**

- For the Seaglass application, the Rainhandler bracket should be placed at the bottom of the fascia as shown in Figures 3, 4 and 5.
- Please refer to instructions at https://www.rainhandlers.com/gutters-installation-instructions/ for the correct installation of the Rainhandler gutter.
- Three brackets are required per section and should be spaced according to the manufacturer's instructions.
- Installation at roof corners should be in accordance with the manufacturer's instructions as illustrated in Figure 7.
  - ❖ Please be aware that heavy rain may cause a stream of water that exceeds the Rainhandler's reach.

FIGURE 4

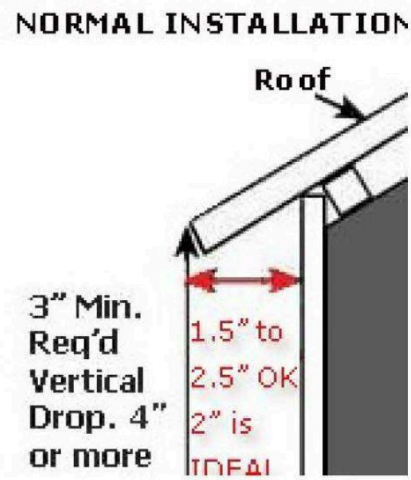


FIGURE 3

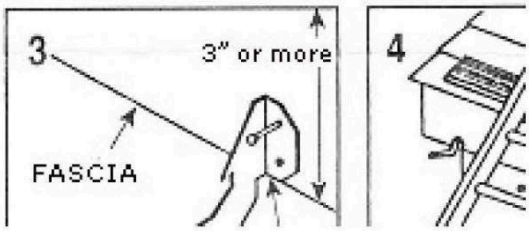


FIGURE 5

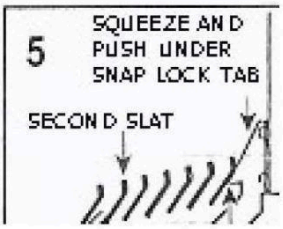
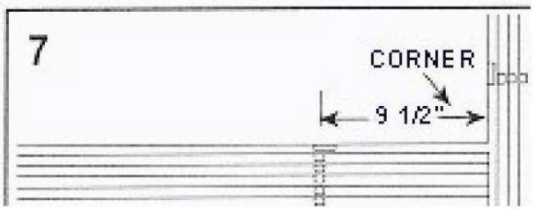


FIGURE 6



Revision History

Revision	Description of Change	Date
00	Original issue.	28-Sep-2019

Cottage Entrance Deck Replacement Policy

Revision Date: May 25, 2022

Purpose and Applicability

The purpose of this policy is to provide guidance for the replacement of deck planks, stair treads and railing system for the three- and four-season cottages.

Authority/Background

Seaglass Village, a Seasonal Cottage Condominium Community ("Seaglass") was established through a Declaration of Condominium recorded at the York County, Maine Registry of Deeds on August 21, 2009 in book 15709 at page 110. Seaglass is governed by said Declaration and the bylaws recorded with the Declaration and as amended.

Policy

Cottage owners may replace all or a portion of their deck provided that they submit their plans to EMOC for review and approval. The cottage owner must submit a completed *Proposal for Exterior Alterations Form* to the General Manager for review by the Engineering, Maintenance, and Operations Committee (EMOC). Written approval from EMOC is required before work commences. Provided the plan is approved, the owner may do the replacement themselves or hire a licensed contractor. Please note that any Do-It-Yourself installations will require the cottage owner to sign the standard Seaglass waiver and the vertical skirt around each deck must be replaced (new or reconditioned) to match the original. Upon completion of the deck replacement, the owner must contact EMOC for final inspection to ensure the finished product meets all applicable Seaglass policies and standards for quality.

Four Season Cottages: The four season cottage owners are required to replace their decks with "like-for-like" materials for the frame, deck boards, stair fascia and railings. The following parts (as specified from Hancock Lumber, Kennebunk, Maine) are required to match the existing 4-season cottage standard:

	Product Code	Description
☐ Post	Fairway # 401021	4" x 4" x 42" Structural Post, OR
	Fairway #401018	4" x 4" x 48" Post Sleeve White
☐ Post Cap	Fairway #401048	4" x 4" Classic Cap
☐ Post Base Ring	Fairway #900350	4" x 4" Base Trim Ring
☐ Railing	Fairway #401003A	6' Stair Classic Cont. w/ Square Balluster
☐ Step Fascia	n/a	Unstained PT Southern Yellow Pine (PTSYP)
☐ Deck Board	54620TSG	5/4 6" x 20' Twin Finish Square Grey N/R 1/20
☐ Screws	TOPLOC1G	Toploc Face Fastener Deck Screw Grey

NOTE: The side fascia, under vertical slats, is constructed from deck framing. Therefore there is no fascia material applied to the side of the deck or steps.

Three Season Cottages: Three season cottage owners have two deck replacement options available to them should their deck need replacement.

1) **Like-for-Like Pressure Treated Southern Yellow Pine (PTSYP).** Replace all parts of the deck, as needed, with "like" materials using the same board widths and thicknesses. Furthermore, the installer should match all end cuts and bevels to duplicate the finished look of the original deck. The finished deck may be left to weather naturally (no sealer) or stained with **Cabot Australian Timber Oil - Natural**.

2) **Composite Deck Board + PTSYP.** Replace all deck boards and hand rail tops (i.e., cap or drink rail) with composite **(Wolf Serenity Decking in Weathered IPE)**. The deck posts, cross braces and balusters will remain PTSYP and must be stained to color match the composite using **Benjamin Moore #CC-516 Flagstone**.

☐ Framing	Unstained PTSYP
☐ Railing Cap	1" x 5½" Wolf composite
☐ Decking	1" x 5½" Wolf composite
☐ Side Fascia	none present / PTSYP framing under vertical slats (see 4-season note)
☐ Step Fascia	Stained PTSYP or ¾" x 7½" Wolf composite
☐ Railing Components	Stained PTSYP ▪ 4x4 Post ▪ 2x2 Baluster ▪ 2x4 Upper/Lower Cross Brace
☐ Screws	Cortex Hidden Fasteners (for composite) Stainless, Galvanized or Color Coated Ceramic

GENERAL NOTES

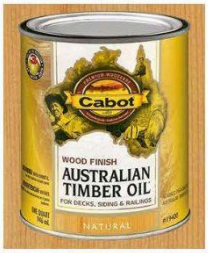
1) All composite deck boards are non grooved full edge profile (▭).
2) The cut ends of the Wolf decking (3-season cottages only) may be stained to mute contrast of deck board core.
3) Deck boards may be secured with hidden fasteners, color matched screws, or countersunk and plugged screws. Should the cottage owner choose hidden fasteners, there are at least two readily available systems available to the owner/contractor as

   ☐ National Nail 345001 Marksman Pro Tool
   ☐ Kreg Deck Jig System Model KJDECKSYS

4) Deck materials may be purchased from any reputable supplier by the cottage owner, or their contractor provided they meet the specifications delineated herein. For both three and four-season cottages, EMOC recommends purchasing materials from the original Seaglass supplier, Hancock Lumber in Kennebunk. Upon request, EMOC will provide a contact person at Hancock Lumber who can help the owner/contractor with their purchase. Please be aware these materials may not be in stock and need to be pre-ordered.

5) Three Season Stain & Composite Colors

Option #1



Option #2



6) The vertical lattice along one side of each deck and stairs, if removed to facilitate the deck/railing installation, must be re-installed or replaced. This will include painting the slats to match the original color.

Revision History

Revision	Description of Change	Date
00	Original issue.	31-Oct-2018
01	Removed BOD signature line. Reformatted document.	03-Mar-2019
02	Wolf Captiva in Cedar Ridge was replaced with Wolf Serenity in Weathered IPE; Benjamin Moore Vero Beach Tan (#1085) was replaced with Benjamin Moore Flagstone (CC-516).	25-May-2022

DS DS DS DS DS DS

Cottage Attachments Rules

a. Proposals Required.

- An exterior modification proposal must be submitted to EMOC for all attachments. In each submission the owner should indicate if the attachment is new or a one-for-one replacement, and the total number of current attachments inclusive of the proposed.
- For all new items added in 2021 and beyond, NO item shall be attached to the clapboard – all items must be attached to the trim board.

b. There will be a total of four (4) attached items allowed per cottage. The following is the list of items that are approved for attachment with a combined total of no more than four (4) total allowed.

- One flag pole with USA flag no larger than 3' x 5' (no other country or message flags allowed).
- One irrigation box/housing with controls and separately mounted rain sensor.
- One hose reel.
- Two hangers for planters.
- One secure key box or hide-a-key mounted to the lower trim or lattice provided it is not visible from the road. The location cannot be the cottage front, with the back of cottage preferred.
- One RAB SL500 Smart Lantern Motion Sensor, White (the only approved front porch light motion sensor).

c. Exterior electrical boxes.

Each cottage was built with two (2) exterior outlets, typically one at the front and one at the rear of the cottage. Two additional exterior outlets may be added to the trim on each cottage; one at the rear of the cottage and one at the side of the cottage near the incoming electrical junction box, provided the following is true:

1) The outlet is attached to the lower horizontal trim, is installed with an "in-use" receptacle cover, and is not visible from the road. Again, only two trim-mounted outlets are allowed per cottage; however, additional electrical outlets may be added under the cottage, provided each outlet is behind the vertical lattice and out of view.

2.) Outside electrical outlets must be professionally installed according to local building codes.

3) Extension cords running under the cottage to any trim-mounted or under-mounted receptacle box are not allowed.

d. List of items that are NOT approved:

- No attachments to the deck, railings, or balusters are allowed, with the exception of a top rail planter box that must be ARC committee approved.
- Except as set forth below, no signage shall be attached to the cottage, except when the SGV developer approved signage and written documentation exists. Signage approval will not transfer to the new owner in such cases.
    - Each cottage may display a sign that supports or opposes a candidate for public office or a referendum question during the period from 6 weeks prior to the date that a primary or general election or special election is held regarding that candidate or referendum question, until one week after the election for that political candidate or vote for that referendum question is held.
- Any such sign must be placed on the inside of a cottage window, and not on the exterior.
- No additional lighting. Each cottage may have one front porch light as installed by the builder or as replaced with the same porch light upon EMOC approval.

- No separately mounted (to trim or siding) motion or dusk-to-dawn sensor that is wired or otherwise
- connected to the front porch light, except for the dusk-to-dawn sensor driver light RAB SL500, under (b), above.
- No thermometers are allowed, of any size, mounted to the window casing, trim, or siding; however, one (1) non-permanent glass mounted suction cup style thermometer is allowed.

SGV Cottage Attachments Rules (ver 06)

Portable A/C Policy

1. Units must be portable in that they are to be mobile, freestanding and window vented.

2. Vented through a horizontally sliding window with appropriate solid filler



3. All of the three season cottages appear to have three walls with horizontally sliding windows making it generally practical for this

proposed application. There are a number of design variations throughout the 4 season cottage section and with the exception of maybe one or two cottages having 3 walls of their 3 season porches with horizontally sliding windows, the rest either have two walls or the third wall has smaller higher casement style windows. This does create a limiting factor on placement but does not exclude being able to do so. Each individual cottage owner will need to assess how to navigate these differences as long as the venting is as described and demonstrated above.

4. No penetration of the exterior walls, ceiling or floor for venting or other purposes allowed.

5. Primary considerations and recommendations for unit selections:

6. Some of the cottage porches use the same circuit as the the exterior outlet for charging the cart. These are predominately 15 amp circuits. The amperage draw on the majority of any portable A/C unit will come close to maxing out the draw on these circuits not leaving any left for remaining electrical expenditure, especially the chargers for the golf carts. It has been mentioned that dropping in a 20 amp breaker into the 15 amp slot or replacing a 20 amp receptacle for a 15 amp receptacle would adjust for this. ***Doing so puts yourself and your neighbors at risk as this would turn the wiring on your front porch into a toaster and start a fire. No competent electrician would do this.*** Having a licensed electrician running a separate circuit or isolating and running an additional separate feed to the exterior outlet may be a practical alternative. Making sure the unit is UL listed and certified.

7. Sizing the BTU load appropriate for the space needed. Too small of a unit will run constantly and wear out much quicker, too large and it will potentially strain the amperage draw as described above.

8. Units will vary by individual description and often times

recommend a separate isolated circuit/feed for proper operation.

9. The use of a split unit where the compressor or any of the components are exterior to the outside of the cottage are prohibited for porch air conditioning. Any potential use of a heat pump unit that can be used for both heating and cooling violates the town ordinance of no heat on these specific areas of the cottages.

10. Any additional circuit added to the cottages must be installed by a licensed electrician and a permit online must be submitted prior to install and the EMOC notified for final approval. Have an electrician evaluate the circuit to see if an additional circuit is deemed necessary. If so a 20 amp circuit/feed is strongly recommended vs a 15 amp. Using only arc fault breakers and/or arc fault receptacles for any additional circuits.

Split Air Conditioning and Heat Pump Installation Policy

Revision Date: October 8, 2017

Purpose and Applicability

The purpose of this policy is to provide guidance for the installation of Split Air Conditioning and Heat Pump units in three- and four-season cottages.

Authority/Background

Seaglass Village, a Seasonal Cottage Condominium Community ("Seaglass") was established through a Declaration of Condominium recorded at the York County, Maine Registry of Deeds on August 21, 2009 in book 15709 at page 110. Seaglass is governed by said Declaration and the bylaws recorded with the Declaration and as amended.

Policy

Existing in-wall A/C units in the main cottage area may be replaced with a split A/C and heat pump unit. Split A/C and heat pump units are not authorized to be mounted in the porch space in any three- or four-season cottage in accordance with the Seaglass Village Declaration of Condominium. The Declaration reflects the Code of the Town of Wells which prohibits the porches from being insulated and heated.

The cottage owner must submit a completed *Proposal for Exterior Alterations Form* to the General Manager for review by the Engineering, Maintenance, and Operations Committee (EMOC). Written approval from EMOC is required before work commences and the contractor must obtain all necessary permits as required by the Town of Wells.

The existing A/C unit is required to be removed and the wall space renovated both inside and out to accommodate the new evaporator.

The integrity of the exterior hardy board must be maintained or replaced with full length board pieces between the windows in order to maintain an unblemished appearance on the exterior of the cottage.

The preferred location of the condenser is in the back of the cottage. The condenser shall be mounted on the appropriate pad/stand and not mounted to the exterior wall.

Service lines (refrigerant, electrical, and drainage) shall be installed on the cottage exterior behind the evaporator and run vertically to the crawl space. All lines must be covered in Slimduct lineset trunking and painted the cottage color. All service lines must be attached to the underside of the cottage floor joists using the appropriate building code and/or industry standard methods.

The condenser shall have its own electrical service disconnect.

The contractor must seal all penetrations properly.

The following is a list of preferred vendors. The list is subject to change based on vendor availability.

Jim Godbout Plumbing & Heating, Inc.
PO Box 365, 48 Elm Street, Biddeford, Maine 04005
Phone: 207-283-1200
www.jimgodbout.com

Estes Oil
519 U.S. Route 1, Unit 4, York, Maine, 03909
Phone: 207-363-4172
www.estesoil.com

Revision History

Revision	Description of Change	Date
00	Original issue.	08-Oct-2017

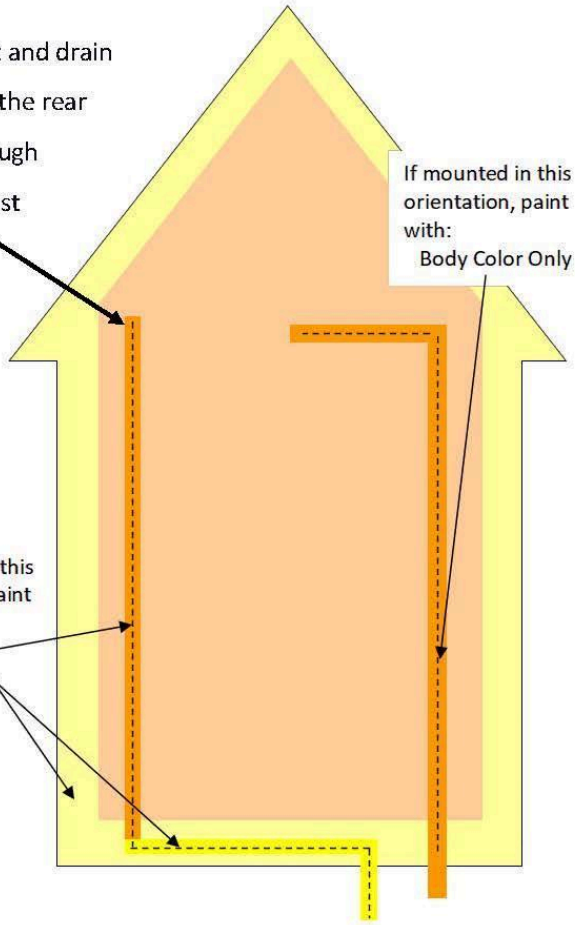
AC Only Installation Specs

EMOC has approved for cottage porch use the following A/C only specifications:

a) The unit is professionally installed – no DIY unless owner is a licensed professional.

b) No penetrations through the siding or attachments (temporary or otherwise) to the exterior siding will be allowed. The coolant and drain lines will be routed inside the cottage in or on an interior wall, through the floor, and under the cottage to the condenser location.

   - Alternatively, and if possible, the coolant and drain lines may be routed through the attic to the rear of the cottage, where they may exit through the siding. In this situation, Slim Duct must be used to hide the lines and painted to match the siding and trim, as shown.



c) The condenser will be located at the back of the cottage, or where least visible by neighbors or from the street. If the cottage already has a condenser unit, the "A/C only" condenser will be placed within close proximity to the existing unit.

d) If the installer mounts the condenser off the ground, they must use the manufacturer's supplied bracket and only make the bracket attachment on the lower horizontal trim.

e) A dedicated electrical circuit will be installed.

f) The unit will not be capable of producing heat – should a unit with heat producing capabilities be installed, the association will require it removed or replaced with AC only.

Seaglass Village Digital Door Lock Policy 2025

STEP 1 - REQUEST APPROVAL FROM EMOC.

All lock-change requests must be approved by EMOC PRIOR TO INSTALLATION. Submit your request via email to emoc@seaglassvillage.com, or you can fill out the request at the front desk. If approved, EMOC will notify you via email. Please be aware that you must replace your door lock prior to any sale or transfer of ownership if a non-conforming lock is installed. The default non-digital door lock is Schlage Plymouth Knob and Deadbolt in Brass or Satin Nickel / re-keyed to the Seaglass Master. The default digital door lock and handle combination is shown below.

STEP 2 - PURCHASE THE LOCK AND HANDLE

AFTER you have received approval, purchase the lock and handle.

The ONLY approved lock is a Schlage Encode Camelot, Model #BE489WB V CAM 619.
The image below is from Lowe's and is for reference only. This can be purchased from any vendor.



This handle must be purchased as part of this installation. It will prevent the door from being accidentally locked. Again, photo for reference only. Schlage Plymouth Satin Nickel Interior/Exterior Hall/Closet Passage Door Knob, Model #F10 PLY 619



STEP 3 - CONTACT JB LOCKS FOR INSTALLATION

All door locks must be keyed to the Seaglass Village master key system. Contact Joey at JB Locks at 207-318-3629. The price to install and key to our master system is $165. The unit owner must purchase the locks. JB Locks will not sell the locks directly to the unit owner.