



## OCEAN HOUSE RULES AND REGULATIONS

*The Board of Directors Welcomes You to the Ocean House ...*

You will find that your neighbors are most congenial and cooperative about respecting the rights and privileges of others. They join in asking you to do the same.

As in many areas of life, the Golden Rule applies to condominium living. Many occupants of the units have spent much or all their lives in single family, stand-alone homes, where they did not have to be concerned about their impact on others. Unfortunately, this must be a concern in the close quarters of condominium living, especially in the main building where there is probably someone living below your feet. So please be considerate of others and you should expect that they will be considerate of you.

In a condominium or any multi-family community, cooperation and communication are essential. The primary responsibility of the board of directors is to preserve individual rights while guarding the common interest.

With the closeness of condominium living comes a responsibility. You must consider not only your own safety, but also the safety of other residents or visitors. If you see an unsafe situation, immediately notify the property manager or a member of the association's board.

Guests and tenants are granted permission to use the Ocean House by an owner. They are expected to abide by the rules and regulations as an owner would. Therefore, the association holds an owner responsible for any rule or regulation violation not only of themselves, but also their guests or tenants.

All residents, tenants and guests are expected to abide by the Ocean House Rules and Regulations which explains the services, procedures, rules, and regulations for our condominium association. They were created by authority of the Ocean House Declaration of Condominium and Bylaws founding documents, and can be accessed anytime in the Documents section of our <https://oceanhouseyb.com/rules-and-regulations/>.

Hopefully, this indexed and searchable Rules and Regulations document will assist you in answering many of your question. Please contact the property manager for further information or clarification.

Sincerely,

*Board of Directors*



# OCEAN HOUSE RULES AND REGULATIONS

## Contents

<b>Contacts .....</b>	<b>5</b>
For Emergencies .....	5
For Non-emergencies .....	5
<b>Communications .....</b>	<b>5</b>
Bulletin Board .....	5
Emergency Contact Books .....	6
E-News .....	6
Email .....	6
Minutes of Meetings .....	6
Easel Boards .....	6
USPS .....	6
<b>Fire and Safety .....</b>	<b>6</b>
Fire Alarm and Sprinkler System .....	6
Smoking Policy .....	7
Townhouse Grills Are Allowed .....	7
Main Building and Common Area Grills Not Allowed .....	7
Open Fires .....	7
Flammables Storage .....	7
Emergency Access .....	7
Keys and Key Fobs .....	8
Intercom System .....	8
Speed Limit .....	8
When Leaving Your Unit Unoccupied .....	8
<b>Common Areas .....</b>	<b>8</b>
<b>Amenities .....</b>	<b>9</b>
Pool Area .....	9
Exercise Room .....	10
Bicycle Room .....	11
Lawns .....	11
Roofs .....	11
Great Room .....	11
<b>Great Room Reservation Request Form .....</b>	<b>12</b>
Owner Request .....	12
Approval of Request by Ocean House .....	12
Owner Inspection and Signature .....	12
Ocean House Inspection and Signature .....	12
<b>Limited Common Areas .....</b>	<b>13</b>
Main Building Garage .....	13
Main Building Storage Area .....	13
<b>Fees and Assessments .....</b>	<b>13</b>
<b>Parking .....</b>	<b>13</b>
Vehicles .....	14
Parking .....	14
Snow Emergency .....	15
<b>Trash and Recycling .....</b>	<b>15</b>
Recycling .....	15
Trash .....	15
Trash Chutes .....	16
<b>Architectural Integrity .....</b>	<b>16</b>
Decorations .....	17
Signs .....	17



# OCEAN HOUSE RULES AND REGULATIONS

Storm Doors and Hanging Items.....	17
<b>Pets .....</b>	<b>17</b>
<b>Open House Policy .....</b>	<b>18</b>
General .....	18
Signs.....	19
Violation.....	19
<b>Moving / Deliveries / Service Calls .....</b>	<b>19</b>
Moving .....	19
Deliveries.....	19
Service Calls .....	20
Mail .....	20
<b>Insurance .....</b>	<b>20</b>
Association .....	20
Owner .....	20
Insurance Claims .....	20
<b>General.....</b>	<b>21</b>
Real Estate Taxes .....	22
Water and Sewer .....	22
Utility Carts .....	22
Noise.....	22
Miscellaneous.....	22
<b>Organization .....</b>	<b>22</b>
Board of Directors.....	22
Meetings .....	22
Annual Meeting .....	23
Committees.....	23
<b>Enforcement of Rules .....</b>	<b>23</b>
Complaints.....	23
Fines and Consequences .....	23
Appeal / Right to Hearing.....	23
<b>Collection Policy.....</b>	<b>23</b>
Association Funds and Collections.....	23
Application of Funds .....	24
Current Month Arrears .....	24
Second Month Arrears.....	24
Third Month Arrears.....	25
If Arrears Continue.....	25
Four (4) months in arrears .....	25
<b>Rental Policy .....</b>	<b>26</b>
Not less than ten (10) days in advance of the lease term .....	26
On or before the first day of the lease .....	26
Duration of Lease .....	26
Additional Rules.....	26
<b>Tenant Approval Request Form .....</b>	<b>27</b>
Leasing Agent or Unit Owner: .....	27
Prospective Tenant:.....	27
<b>Owner/Tenant Acknowledgement Form .....</b>	<b>28</b>
The Unit Owner or Rental Agent has complied with the following: .....	28
The Tenant understands the following: .....	28
Enter mandatory entries below that are not included in the Lease Contract: .....	28
Send the Lease Contract and this completed Form to the Property Manager: .....	28
<b>Reminders for Renters and Guests .....</b>	<b>29</b>
Security.....	29



## OCEAN HOUSE RULES AND REGULATIONS

Consideration for Others .....	29
Safety.....	29
Appearance .....	29
<b>Unit Modification Policy .....</b>	<b>30</b>
Unit Work and Modifications.....	30
Structural Modifications .....	30
Schedule.....	30
Documents.....	30
Authorization.....	30
Contractor Rules.....	31
<b>Application for Unit Work Form .....</b>	<b>33</b>
Description of Project:.....	33
Required documents attached:.....	33
<b>Preventive Maintenance Policy .....</b>	<b>34</b>
General Maintenance.....	34
Insurance History.....	34
Water Leak Sources .....	34
Leak Prevention if you plan to be away from you unit for a week to a month: .....	34
Leak Prevention if you plan to be away from your unit for a month or more: .....	34
Procedure for turning the water back on: .....	34
Fire Sources .....	35
Fire Safety .....	35
Specific Inspection Items .....	35
Key Points.....	35
<b>Preventive Maintenance Inspection and Repair Log.....</b>	<b>36</b>



# OCEAN HOUSE RULES AND REGULATIONS

## Contacts

### For Emergencies

Use **911** for police, fire or ambulance emergency assistance.

The main building is located at **31 Ocean Avenue**.

The Town Houses are located on **Ocean House Way**; each unit has an individual number.

For safety reasons, the Board recommends that unit owners not use the Pool Area and Exercise Room alone. Keep a cell phone handy for use in the event of an emergency.

### For Non-emergencies

York Police	207-363-4444
York Beach Fire	207-363-1014
Ambulance	207-363-2557
York Hospital	207-363-4321

There are books at the main building front and rear doors that have contact numbers, including current Board members and Property Manager. You may use these contacts for a non-life-threatening emergency such as leaking water or a dangerous condition in a walkway or common area. Call the Property Manager as the first line of defense, then the Board members.

The mailing address for the association is:

Ocean House Condominium Association (OHCA)  
P.O. Box 1260  
York Beach, ME 03910

The following numbers are for vendors who have been used by the OHCA. You can use any licensed professional you choose. This list is for your convenience only:

#### Plumbing:

Chris Donnell	207-363-1900
Tim Donnell	207-361-2768

#### Electrician:

Moran Electric	207-363-5889
Coastal Contractors	207-646-7246

#### Heating & AC:

Dowling Corporation 603-433-1311

## Communications

### Bulletin Board

The Main building has two bulletin boards for posting of general information. The lobby bulletin board contains Board of Directors memorandums. The basement bulletin board is for resident postings. All resident items posted should be concise, contain the date, your name and signature, your unit number, and your telephone number. Resident postings should be removed in a timely manner.



# **OCEAN HOUSE RULES AND REGULATIONS**

## **Emergency Contact Books**

Emergency contact books are located at the front and back entrances on the wall. The books contain names, units, email addresses and phone numbers of each board member and other emergency contact numbers.

## **E-News**

Periodically E-News (a newsletter) will be sent to all owners who have email addresses. The E-News is sent as blind carbon copies (bcc) to protect your privacy. Those owners that do not have email service will be sent a hard copy via U.S. Mail. The purpose of E-News is to keep the community informed on timely issues such as results of recent board meetings.

## **Email**

Notices are sent out as needed to inform the community of important issues that require time-sensitive action or to inform the community of an event such as a snow emergency. These emails are also sent as blind carbon copies to protect your privacy.

## **Minutes of Meetings**

A summary of the minutes of board meetings are sent to unit owners in the E-News. Those who do not have email service will receive the E-News via U.S. Mail.

A full set of Annual Meeting minutes is kept on file and is available for research by contacting the Property Manager or a Board member.

## **Easel Boards**

In addition to the bulletin boards, easels may be placed in the basement lobby and first floor lobby to display announcements of upcoming events, pictures of interest to the community, or items that require immediate attention.

## **USPS**

The U.S. Mail is used for those owners who do not have email service.

U.S. Mail is also used to mail the Annual Meeting package to all owners and any legal documents, including late payment notices.

## **Fire and Safety**

Each Unit Owner assumes responsibility for their own safety and that of their family, guests, invitees, and lessees.

## **Fire Alarm and Sprinkler System**

The main building is equipped with a built-in fire alarm and sprinkler system. There are mini fire alarms in each of the main building units. The system is activated by numerous smoke detectors. If you should hear the alarm, residents **MUST** evacuate the building using the nearest fire stairway. Do not use the elevator. All residents should assemble between townhouse buildings B and C upon leaving the building. The handicap refuge areas in the main building are the North Stairwell and the South Stairwell. The Fire Department is aware of these refuge areas and will help evacuate those that are unable to use the stairs.



## **OCEAN HOUSE RULES AND REGULATIONS**

If there is suspicion of fire, pull the nearest alarm station located throughout the main building or call 911.

### **Smoking Policy**

Ocean House is smoke free in all common areas.

This includes the common living room, bathrooms, hallways, stairways, pool, pool deck, spa, exercise room, and basement storage areas.

There are metal ashtrays located outside the front and back doors, garage door, and the north and south stairwell doors. Please fully extinguish all smoking materials in these ashtrays.

### **Townhouse Grills Are Allowed**

Grills are permitted in townhouse yard areas but must be at least five (5) feet from the building and fence. They must always be attended to while being used.

For safety purposes, gas or charcoal grills should never be used inside any unit. Propane tanks whether empty or full cannot be stored inside any living space or garage of the town houses or main building.

The unit owner and the user are personally responsible for any property damage or personal injury caused by use of a grill.

### **Main Building and Common Area Grills Not Allowed**

The use of gas, charcoal, or electric grills is prohibited on any main building unit balcony or patio, main balcony, pool deck, garage, outside parking lot, or any other common area including lawns, driveways, and walkways.

### **Open Fires**

There shall be no open fires of any type (fire pits, etc.) anywhere on the property of Ocean House, inside or outside of any unit, or in any common or limited common areas such as decks, lawns or townhouse front yards.

### **Flammables Storage**

No Unit Owner or occupant or any of his / her agents, lessee or visitors shall at any time bring into or keep in his / her Unit or the Common Areas and Facilities any flammable, combustible or explosive fluid, material, chemical or substance, except that such lighting and cleaning fluids as are customary for residential use may be kept in the Units.

### **Emergency Access**

The exit stairway from the pool deck is for emergency use only.

Propping open any common area door is strictly prohibited. Be sure to inform any delivery, service personnel and contractors of this rule.

Residents shall not cause any obstruction in any common areas i.e. footwear, carriages, bicycles in hallways or roadways.

Lawn furniture, bicycles, children's wheeled vehicles, carriages and toys, recreational / athletic equipment of any type, footwear, sporting goods and other personal articles and equipment shall



## OCEAN HOUSE RULES AND REGULATIONS

not be left or stored outside the Unit or in stairwells.

### Keys and Key Fobs

A new entry system was installed in 2008 that covers the front and back doors, garage door and the north and south stairwell entrances. Electronic key fobs are issued to each owner. Initially two fobs were issued to each unit.

If additional keys or fobs are needed, they can be bought by contacting the Property Manager. Common area security keys are \$15.00, the third and fourth fobs are \$65.00 each, and additional fobs beyond the four are \$100.00 each.

The double doors going into the basement storage area and pool area doors remain on the Winkhaus key system.

No unit owner will alter any lock or install a new lock on any door of any premises without immediately providing the Board of Directors or the Property Manager with a key to that lock(s).

The Board strongly suggests staying on the master key system for safety. If the key is changed to your unit and you do not provide a key, any emergency entry to your unit, which causes damage, will be the responsibility of the unit owner.

### Intercom System

A new intercom system was installed in 2008. Do not buzz anyone in if you are not certain who it is. This is an especially important safety issue.

### Speed Limit

The maximum speed limit on the roadways within the property is 10 MPH.

### When Leaving Your Unit Unoccupied

- 1) Set the thermostat to no lower than 55 degrees, turn off your unit's main water valve and water heater power switch, then relieve the pressure by opening a faucet. See the [Preventative Maintenance Policy](#) section for more details.
- 2) Lock and secure your unit, and if appropriate, notify neighbors or friends of your planned absence.

## Common Areas

The Common Areas exist outside the units themselves and their Limited Common Areas.

In the **main building** the Common Area consists of: roofs; walls; outside grounds, stairs, and walkways; pool and deck area; great room; bicycle room; trash room; so-called "cat walks;" interior hallways and stairs; elevator; exercise room; common bathroom; and the third-floor observation deck. Note: Limited Common Areas include open decks on the first and second floors; pocket decks on the third and fourth floors; and roof observation deck.

In the **town houses** the Common Area consists of roofs and walls plus walkways and grounds not enclosed by the courtyard fences. Note: Limited Common Areas include the second-floor decks and space enclosed by the courtyard fences.

As such, they are there for the enjoyment and use of all unit owners and guests. All unit owners and guests have these rights, so we ask that you be considerate of others in your use of these





## **OCEAN HOUSE RULES AND REGULATIONS**

facilities:

- Unsafe and objectionable conduct that interferes with others is not allowed. Reasonable standards of conduct and dress are expected in these areas.
- Please do not walk barefoot in the common areas for health and safety reasons.
- Except for storage in the storage areas and / or garages deeded as part of a Unit, or in other areas as may be designated by the Board of Directors, there shall be no storing or parking of baby carriages, playpens, bicycles, wagons, toys, vehicles, trailers, tools, benches, chairs, or other items in any part of the Common Areas and Facilities.
- Loitering in any common area is not allowed.
- Skateboarding, roller-blade skating, etc. is prohibited on all common areas, including walkways, hallways, and roadways.

Damage to any building, Common Area or Limited Common Area and Facility, any damage to the mechanical, electrical or other building service system of the Condominium by misuse of those systems caused by a Unit Owner or occupant, his family, guests, agents, employees, licensee, or tenants shall be the responsibility of the Unit Owner. The Board of Directors may charge to a Unit Owner any costs of repair or replacement of such items.

Common area maintenance is the responsibility of the Association. Maintenance issues are controlled by the Board and managed by the Property Manager. If you note problems or issues concerning maintenance of the common area, you should notify the Property Manager. You should not conduct your own maintenance on the common areas without specific approval by the Board.

Improvements to and landscaping of the Common Areas and Facilities shall be done only by the Board of Directors unless prior written consent is obtained from the Board of Directors.

Generally, the payment for common area maintenance and repair is the responsibility of the Association.

### **Amenities**

#### **Pool Area**

The heated indoor pool and spa (hot tub) with retractable roof are considered by many to be the hallmark feature of the Ocean House.

Use of the pool and spa and the surrounding areas and deck are at your own risk. No lifeguard is present at any time. Access to the pool / spa area is by building security key.

- Any furniture and the like are to be returned to their original locations following use.
- The pool area hours are posted on the pool entrance door. The Board reserves the right to change the pool area hours, as necessary.
- No glass of any kind is allowed in the pool area.
- No alcoholic beverages are allowed in the pool area. No smoking is allowed in the pool area.
- An adult must always accompany children under age 16 while in the pool area.
- Before allowing a child over the age of 16 to access the area, it is your responsibility to



## OCEAN HOUSE RULES AND REGULATIONS

assure that this may be done safely. Age restrictions are mandatory for the child's own safety and the safety of others.

- Proper swimming attire is to be worn. No running, jumping, or diving.
- Persons swimming alone do so at their own risk. Items may not be left in lockers / locker room overnight. No ball playing in the pool area.
- No rafts or similar objects are allowed, except those necessary for safety (i.e. children's floaters and life jackets)
- Access to the pool area after pool closing is strictly prohibited.
- All users should shower before entering the pool. Showers are available in the adjoining locker rooms.
- No oils, soaps, or other inappropriate substances should be added to the pool or spa. If you are wearing heavy oils, salves, or sun blocks, shower them off before entering the pool or hot tub. If you are suffering from a contagious disease or condition, you should not enter the pool or spa.
- Appropriate swim attire must be worn in the pool area. Children who are not potty trained must wear diapers designed for pool / swim use. Be especially careful about small children in the spa since the temperature may be excessive for the period of time the child may stay in the water.
- Do not prop open the door to the swim area as this would be a security breach and may endanger the safety of children who may wander in.
- If you bring a drink into the pool area, it must be in a plastic, non-shatter container. No alcohol is allowed, and no glass containers of any kind should be brought into the pool area. These areas are designated as smoke free.
- If you bring any glass objects into the pool area, and it breaks, you will be charged for the cleanup. This charge will also include the draining of the pool/spa cleaning and refilling and balancing the pool chemistry if necessary.
- No speaker driven radios, CD players, or other music or noise making devices are allowed in any common areas. Should you desire music, you should use devices that play through earphones.
- The pool deck stairs are for emergency use only.

Since pool hours are subject to seasonal change, you should check postings on the bulletin board or the pool entry door.

### Exercise Room

This is an unsupervised facility with a passcode entry lock, and use is entirely at your own risk.

By using this facility, you agree to these Rules and Regulations and agree to hold OHCA harmless for any personal injuries. The improper use of any exercise equipment may result in personal injury or DEATH.

Do not use the equipment with wet bathing suits, street shoes, or other footwear covered with sand; use appropriate clean gym sneakers only. After you are finished using the equipment, please wipe it down and leave it clean for the next person.



## OCEAN HOUSE RULES AND REGULATIONS

- No one under the age of 16 can use this facility
- Do not attempt to repair or use broken equipment (Report it to the Property Manager)
- Please pick-up after yourself and take all personal items with you
- No food or drink, other than water, is allowed
- Do not bring in or leave additional equipment (It will be removed and discarded)

### Bicycle Room

The bicycle room is located adjacent to the door leading from the main building garage into the building. This room is for bicycles, tricycles, and child strollers or carriages. No gasoline power equipment should be left in the room. The room is open to all unit owners and renters; you store items here at your own risk. The Association assumes no responsibility for loss or damage to your property.

All items left in the Bicycle Room should be tagged with your name or unit number.

### Lawns

Lawns and shrubbery are for the beautification and pleasure of all. The following are not permitted on any common area lawn:

Throwing of trash or debris	Exercising or leashing of pets
Sports, games, or other group activities	Picnicking or fires
Walking across lawns as access to building	Cutting through hedges or flowerbeds
Feeding of birds or other animals	Lawn ornaments or furniture
Parking	Sunbathing

### Roofs

No unauthorized persons, including Unit Owners, tenants or guests shall be permitted on the roof of the Condominium buildings.

### Great Room

Anyone can use the room for sitting, games, reading, or other quiet activities.

Unit owners may use the common living room for special functions or occasions. A written request must be made to the Property Manager at least thirty days in advance explaining details of the planned event using the "Great Room Reservation Request Form" below.

Requests will be handled on an individual basis. The Board reserves the right to deny any request or limit the number of guests at any event. The unit owner assumes all responsibility for any damages, accidents, or violations that occur during the function. The common areas are for private use only. Commercial functions are prohibited.

Attendance at an owner's private function may include non-owners and non-renters / residents. Non-resident function attendees must always be supervised by the owner and restricted to the Great Room and the rest room facilities.

The person using or reserving the Great Room is responsible for cleaning the room after use and any damage caused by such use. While there is no charge to unit owners for using the room, there is a refundable clean-up deposit of \$100.00.



# OCEAN HOUSE RULES AND REGULATIONS

## Great Room Reservation Request Form

### Owner Request

Fill out this form, enclose it with a check for \$100.00 made out to the Ocean House Condominium Association, and drop it in the Ocean House Office mail slot on the second floor by the elevator or mail it to:

Ocean House Condominium Association  
PO Box 1260  
York Beach, ME 03910

Owner's Name \_\_\_\_\_ Unit \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Approximate Number of People \_\_\_\_\_

The Great Room may be reserved by any owner in good standing. It requires a \$100.00 deposit that is refundable after the room has been inspected by a person designated by the Board. Any damage that exceeds the \$100.00 will be billed to the owner.

Note: A clear pathway from the back to the front of the room must always be maintained.

### Approval of Request by Ocean House

Condo Association Approval \_\_\_\_\_ Date \_\_\_\_\_

If approved, this form will be sent back to the owner so the inspection can be recorded.

### Owner Inspection and Signature

The owner should inspect the room prior to using it, and note any deficiencies (stains in rug, damaged furniture, etc.) below and sign and date the form:

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Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

After inspection of the room by owner, this Form should be dropped in the OH Office mail slot on the second floor next to the elevator.

### Ocean House Inspection and Signature

\_\_\_\_\_ No damage. Return the \$100.00 deposit. Or \_\_\_\_\_ The following damage was found and needs to be addressed:

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OHCA Signature \_\_\_\_\_ Date \_\_\_\_\_



# **OCEAN HOUSE RULES AND REGULATIONS**

## **Limited Common Areas**

Limited Common Areas are those areas that are legally attached to a unit, but that are not actually part of the unit. Generally, the examples are obvious. Limited Common Areas include the town home front yards and air conditioning wells, main building unit decks and air conditioning wells, and outside and main garage parking spaces. You have no rights to another person's limited common areas, and you should respect their limited common areas as you would private property, as they should respect yours.

### **Main Building Garage**

Owners of garage parking spaces are charged a monthly fee for the maintenance and upkeep of the garage. The fee is added to the regular condo fee and billed each month.

### **Main Building Storage Area**

Each unit in the main building is assigned a storage unit in the basement. Unit residents must furnish their own lock. Passageways must be kept clear. Anything left outside the storage units will be removed at the owner's expense. Nothing is to be hung from the pipes. Storage of flammable or combustible material is prohibited. The storage area is locked 24 hours a day. Access may be gained by using your common area key.

## **Fees and Assessments**

Each unit's monthly common area fee is determined by applying the ownership percentage factor that is fixed in each deed. Limited common area fee i.e. garage fee, is included with the monthly common fee for those units that own a garage space.

Coupon books and envelopes are distributed at the Annual Meeting.

Fees are payable on the 1st day of each month. Checks are to be made payable to the Ocean House Condominium Association and should be mailed to the address on the coupon.

Any fee not received by the 15th of the month will be assessed a \$50.00 late charge. Any fines, assessments, fees and / or late charges not paid by the 15th will be subject to 18% finance charge per annum. The Maine Condominium Act provides for the imposition of a lien on a unit for unpaid common expenses and / or late fees. The Association may foreclose upon said lien in the same manner as a foreclosure of a mortgage on real estate. Unit owners are obligated to pay all costs of collection including reasonable attorney's fees.

Foreclosure proceedings will begin after fees or assessments remain unpaid for a 4-month period.

Any unit owner who becomes delinquent by three (3) months in common area fees shall lose all privileges and is subject to litigation by the Board of Directors.

The obligation to pay fees and assessments for Common Expenses is absolute and unconditional and shall not be subject to setoffs or counterclaims. See the [Collection Policy](#) section below

## **Parking**

All parking spaces at the Ocean House are assigned to units. That includes outside and garage spaces. You should park only in spaces assigned to the unit that you own or are occupying as a tenant or guest. If you have an agreement with an owner to use or lease their parking space(s), the owner of the space(s) must notify the Property Manager of the arrangement and the license



## OCEAN HOUSE RULES AND REGULATIONS

numbers of the cars authorized to use the space(s).

Parking in someone else's space is the same as parking uninvited in someone's driveway. It should not be done. Unauthorized parking will result in the vehicle being towed and a \$50.00 fine. All costs will be paid by the vehicle owner.

There is a small parking area just outside of the main building rear door vestibule. Parking here is for loading and unloading only and should be limited to 15 minutes. There is no parking in any other common areas.

Additional temporary overflow parking may be available from beach parking lots, both private and public. A parking sticker is available for purchase from the town for residents and unit owners to park in kiosk metered locations such as Long Sands Beach, and at other designated resident parking areas in town such as the designated section of the Short Sands Beach Ball Field lot. The Short Sands Beach lot is not covered by the parking permit during high season but is open during the off-season. Unit owners and residents may obtain a parking permit and the appropriate parking rules from Town Hall on Route 1A in York Village.

### Vehicles

The parking spaces are provided for the parking of private motor vehicles and shall not be used for the parking of commercial vehicles, trailers, motor homes or trucks with a gross weight of over 6,000 pounds without the prior written consent of the Executive Board.

All vehicles within the confines of the Condominium must be in operable condition and have current license plates and inspection sticker (if required). Any vehicle not in conformance with the above may be moved or removed by the Board of Directors without notice and at the expense of the vehicle owner.

### Parking

Parking is restricted to assigned spaces.

Vehicles should be parked within the marked lines for the unit space. Parking is not allowed in the following tow-zones:

- Fire lane around townhouses
- Outside townhouse units, except within driveway
- Along fence at Marietta Ave. entrance
- Within paved area adjacent to unit F4
- Along driveway by pool deck
- On any grass areas

The loading zone at the rear center entrance has a fifteen-minute time limit without consent of the Board. This is a loading zone only.

Restrictive parking signs are posted throughout the property.

Townhouse parking must be in the unit's garage or driveway. Vehicles must fit in the driveway and may not extend out on to the roadway. No parking is allowed in front of the townhouse unit or on its lawn.



## OCEAN HOUSE RULES AND REGULATIONS

There is no visitor parking on the premises. You may make temporary prior arrangements with another resident; otherwise instruct your guests to park in public parking areas. Illegally parked vehicles will be towed at the owner's expense per notification of a Board member.

### Snow Emergency

During snow removal times, residents shall cooperate with the snow removal contractor, moving their vehicles when requested to do so. Vehicles may, from time to time, be ordered removed from parking areas.

The exception to using only your own parking space is when a snowstorm is occurring or expected. To allow for plowing of the exterior spaces you should move your vehicle from your exterior lot space into the garage, and place a sign on the dashboard of the vehicle with your unit number and a phone number that you can be reached. Certain spaces in the garage are marked with a "Reserved" or "No Parking" sign. These are needed for the related units that are occupied in the winter months. Please do not park in these spaces.

Cars must be removed from the garage immediately after the snow emergency is over.

You are responsible that your contractors do not park unauthorized in someone else's space. They should either park in your space, or park off campus. They may use the loading and unloading space outside of the back door of the main building only for a maximum of 15 minutes.

### Trash and Recycling

The trash room is in the basement level in the main building between the garage and the rear main entrance. It can be accessed from the garage or an outside door, and your main building Winkhaus key will provide access.

### Recycling

The Town of York has a mandatory Single Stream recycling program that includes condominiums. The Ocean House asks you to deposit all recyclable materials in the green roller bin on the south wall of the trash room. Recyclable materials include:

Flattened cardboard	Magazines
Office paper	Brown paper bags
Newspapers	Paperboard
Paper cardboard, dairy / juice containers	Junk mail
Phone books	Plastic bottles and containers #1-7
Glass bottles and jars	Aluminum cans, foil, pie tins
Tin or steel cans	

Do not include:

Food waste	Films
Plastic bags	Plastic wrap
Foam cups	Foam containers
Un-flattened cardboard boxes	

### Trash

The common collection bins are in the trash room located to the right of the main rear entrance





## OCEAN HOUSE RULES AND REGULATIONS

of the main building. Townhouse residents should bring their trash to the trash room via the outside door. Main building residents can access the trash room from a doorway located in the garage near the access door to the building.

- Most kitchen garbage should be disposed of using the kitchen sink disposer
- Wrap other food waste tightly in plastic bags before placing in the trash bins
- Rinse food containers before leaving in recycling bins to prevent breeding of flies
- Place items efficiently into the large trash bins so they do not overflow
- The dumpsters provided are for disposal of trash from this property only
- Ashes from townhouse fireplaces may not be included in the Ocean House trash
- Christmas trees may not to be included in the Ocean House trash
- Residents are responsible for moving trash from their units to the trash room

Ocean House is responsible for the disposal of normal household trash only. The owner / occupant is responsible for arranging disposal of certain oversized and toxic substances. Please contact the Town of York for information concerning disposal of the following:

Mattresses

Furniture

Construction materials

Oil based paint

Glass tube TV's

Appliances

Toxic substances

### Trash Chutes

Trash may be placed into the main building trash chutes located near the elevator door on each floor, other than the basement. Please observe the following rules when using the trash chutes:

- Do not throw food waste down the chute unless it is sealed in a sturdy bag
- Place no objects in the chutes larger than a kitchen waste size trash bag
- Do not force items into the chute that are larger than the opening
- If you think an item may get caught in the chute, bring it to the trash room
  - No corrugated or other boxes should be placed in the chute.
  - Especially, no pizza boxes in the chute
- Do not leave any trash inside the trash chute rooms

### Architectural Integrity

A major renovation of all the Ocean House buildings was completed in 2009. New vinyl siding and trim, roofing, decking and ceilings are the major parts of the renovation.

The architectural integrity of the condominium shall be preserved without modification.

No awning, antenna, sign, banner, painting, projection, decoration, structure, addition, or any other device shall be attached to any unit or common element.

For the pleasure of all unit owners, and for the visual appeal of the property to owners and the





## **OCEAN HOUSE RULES AND REGULATIONS**

public, a certain consistency is generally desirable.

### **Decorations**

A block was installed next to each townhouse unit's door to accommodate seasonal decorations. This is the only approved area that any decoration can be attached to the building. No decorations, nails, screws, adhesives, or any type of hanging device should be hung on any part of the exterior, including limited common area deck walls or ceilings.

Any items found hanging on any surface other than the block designated for that purpose will be removed. Any damage such as nail or screw holes will be repaired at the expense of the owner that caused the damage.

Changes of fixtures affecting the appearance of the exterior of any building, such as, but without limitation, skylights, chimneys, decorations, awnings, signs, sun shades, air conditioning equipment, antennas, fans, screens, and enclosures, statues, urns, animal facsimiles, fences, landscaping vegetable or flower gardens, or the like shall be made only with the written consent of the Board of Directors.

Unit Owners are responsible for the care and replacement of the Unit's windowpanes. Window treatments must be white or off-white or lined with material of these colors when viewed from the outside.

Holiday decorations may not be displayed for longer than one month.

The Association reserves the right to demand removal of any decorations they feel are not appropriate for the condominium.

Your decorations are expected to be tasteful and reasonable, in the opinion of the Board. Any exterior lights must be white, for consistency, and should not be blinking. None of your displays should unreasonably interfere with the enjoyment of other owners of their units or the common areas.

Generally, you may place or use any decorations you desire in your unit. You may paint or color your unit to your taste. Shades and curtains may be of any color as seen from the inside of your unit but must be white on the side seen from outside. Items must not be hung by unit owners or guests from the ceilings of the patios or decks of the main building. Items must not be hung from the building or in the yards of the town homes.

### **Signs**

Signs of any kind including "For Sale" or "For Rent" are not to be posted on any surface visible from outside a unit nor in any common area.

### **Storm Doors and Hanging Items**

Storm doors shall be as specified by the Association. (Our doors are the Larson Tradewinds Full-View, and the Pella Montgomery Full-View with retractable screen, both available at Lowes)

No person shall hang laundry, rugs, towels, bathing suits, drapes etc. from their unit, windows, porches, or balconies.

### **Pets**

Owners may have a household pet, and following passage of a Bylaw Amendment in 2018,



## OCEAN HOUSE RULES AND REGULATIONS

renters with a lease of six months or more are also allowed one pet. In the interest of enjoyment and safety for all, you are expected to act responsibly and observe certain rules. Only household pets are allowed; no farm animals may be brought on to the property or into a unit. Your pet must not unreasonably disturb other unit occupants or the common areas. Excessive barking by dogs, or other excessive pet noises, must be curtailed. You are responsible for cleaning up after your pet. Pets are not allowed in the pool area, spa, pool deck, great room, or the exercise room. You should not allow your pet to urinate or defecate on or in common areas, such as the lawns of the condominium. Responsible pet ownership is welcome. Owners are required to notify the Property Manager of a pet in residence.

No more than one (1) pet per unit; except in the case of tropical fish. Provided that the fish are not raised for commercial purposes.

Always leash your pet when outside your unit. Rules regarding the restraint of pets shall be subject to the Town of York ordinances pertaining to the leashing of pets.

Pet waste shall be bagged immediately by the owner of the pet and properly disposed of. Excessive barking or other noise will not be tolerated.

Exercising or leashing of pets on the lawns of the condominium is prohibited. The cost of any damage to common areas or landscaping caused by a pet shall be assessed to the unit owner.

The Board of Directors may prevent any person from keeping a pet which in its' sole judgment interferes with the rights or safety of other residents.

Any pet causing a nuisance or creating unreasonable noise may be permanently removed from the Property upon ten (10) days' written notice from the Board of Directors.

Each owner shall be permitted to have only one pet. No tenant with a lease for less than six months or tenant's guest shall be permitted to have any pet.

Except occasionally, no unit shall have more than one pet on the premises unless pursuant to a waiver / exception granted by the Executive Board prior to approval of this Amendment.

### Open House Policy

#### General

- 1) Open house must be registered with the Property Manager at least 2 weeks prior to event. Registration to include Unit number, Unit owner name and phone number, each assigned real estate agent's name and phone number, a copy of the advertisement for the open house, and date of event.
- 2) A security deposit in the amount of \$500.00 is due at the time of registration. Security deposit will be returned no later than 2 weeks following the Open House, provided all conditions of Open House policy and procedures have been met. Failure to include your check will result in the denial of Open House privileges.
- 3) Open house to be limited to the first Sunday of each month, between the hours of 12 and 3 PM. Should this fall on a holiday weekend, then open house should occur on the following Sunday.
- 4) A minimum of 2 real estate agents are required to staff each unit to be held open. One to remain in the unit at all times. One or more agents to escort viewers in and out of the



## OCEAN HOUSE RULES AND REGULATIONS

property, and to view the campus and amenities. At no time will a viewer be allowed anywhere on campus unescorted by an assigned real estate agent that has been registered with the Property Manager, or the owner. No food or beverages are allowed on the tour of the campus. Refreshments may be served only inside the registered open house unit.

- 5) The great room may not be used as a meeting area for open house purposes.
- 6) All parking is to be off campus.

### Signs

No “For Sale” signs to be posted on any unit at any time.

One open house sign may be placed at the parking lot entrance and in front of unit or back door of main building between the hours of 11:45 and 3:15 p.m. No signs to be visible from the ocean side.

### Violation

The Unit Owner is responsible to ensure that these conditions are met.

Violation of these conditions will cause the immediate closing of the Open House.

Violation of these conditions will prohibit the unit owner from holding any further Open House at any time, and the unit owner will be fined up to a maximum of \$500.00, at the Board of Directors discretion.

## Moving / Deliveries / Service Calls

### Moving

Moving in or moving out present unique challenges. You or your moving crew should be considerate of others. You should use the stairs wherever possible. The elevator is for people. It is not designed to carry large heavy objects such as furniture or appliances. Moving is allowed only on weekdays. You should not move furniture or appliances into or out of the main building on a Saturday, Sunday, or holiday without written consent from the Board of Directors.

You should notify the Property Manager two weeks prior to the date you plan to move in or out and, if you plan to use the elevator, request that the protective pads be installed.

Special deliveries are to be scheduled with our Property Manager. To ensure the privacy of all unit owners and minimize any inconvenience, moving hours should be limited to:

Monday – Friday 9:00 a.m. - 5:00 p.m.

Doors may only be propped open with door fasteners and may not be left unattended at any time. Any damage incurred during the move will be the financial responsibility of the unit owner.

Holding / preventing others from using the elevator is not allowed.

### Deliveries

There is no designated area for deliveries to be left if the owner is not home. Ask a neighbor to accept delivery.

The Property Manager will not be responsible for opening a unit for a delivery.



## **OCEAN HOUSE RULES AND REGULATIONS**

### **Service Calls**

Cable and telephone service calls and installations usually require the technician to gain access to locked utility rooms. The Property Manager should be notified at least 24 hours in advance of any service call requiring access to the utility rooms. The OHCA will not be responsible for any costs incurred by the owner due to service personnel not having access to utility rooms.

The Property Manager will not be responsible for opening a unit for a service call, except when there is an emergency such as an electrical or plumbing problem.

### **Mail**

The post office delivers mail to 32 mailboxes located in two stands at the rear entrance to the Ocean House main building and picks up outgoing mail from all residents. If you need mail service but did not sign up for one of those mailboxes, you can apply for a post office box at the York Beach Post Office located on Ridge Road. The postal ZIP code there is 03910.

### **Insurance**

The Declaration, Article XI covers the details of Insurance and will not be detailed in this section.

### **Association**

The Association purchases master property insurance, liability insurance, and flood insurance policies

### **Owner**

Each unit owner shall have the right at their own expense to obtain insurance for their own unit for personal property, personal liability and any improvements made to the unit.

Each unit owner shall obtain and maintain general liability insurance in such amounts as required by the Association from time to time and shall provide a certificate of insurance to the Executive Board for each term of coverage at least two weeks prior to the expiration date of the current term of such insurance.

The Board strongly recommends that each owner discuss their individual insurance needs with their insurance agent.

### **Insurance Claims**

Upon the occurrence of an event that results in damage to property of both a unit owner and the Condominium Association, both the unit owner and the Condominium Association should notify and discuss with their respective insurance brokers details of the damage done to their property and whether to proceed with the filing of an insurance claim with their respective insurance company.

Immediate actions should be taken by both the unit owner and the Condominium Association to mitigate further damage to their respective property.

- 1) Article VI, Section H of the BY-LAWS of the OHCA requires the OHCA to obtain and maintain insurance as described in the Declaration of the Condominium.
- 2) Article XI of the Declaration of Condominium requires the OHCA to obtain and maintain



## OCEAN HOUSE RULES AND REGULATIONS

certain types of policies of insurance to the extent such policies of insurance are reasonably available from reputable insurance carriers.

- 3) Article X of the Declaration of Condominium describes how repair and reconstruction is to be undertaken after a fire or any other casualty.
- 4) Section A of Article X of the Declaration of Condominium describes required repair and reconstruction.

This Section A requires the Executive Board of the OHCA to promptly arrange for and supervise the prompt repair, replacement and restoration of all or any part of property as defined in such Article X and substantially in accordance with the description of such property contained as part of the Declaration of Condominium.

- 5) Section B of Article X of the Declaration of Condominium describes a procedure for reconstruction and repair.

This Section B describes three broad procedural steps to be taken by the Executive Board of the OHCA:

Prompt Cost Estimates  
Assessments Obligation  
Maintenance of Construction Fund and Disbursement Plan

- 6) Section C of Article X of the Declaration of Condominium describes a procedure for damage or destruction if no repair or replacement will be done.
- 7) Section B (1) of Article X of the Declaration of Condominium describes a procedure for cost estimates.

This Section B (1) requires the Executive Board to promptly obtain reliable and detailed estimates of the cost of repairing and restoring such portion (including any damaged units, fixtures, service machinery and other apparatus initially installed, but not including any other furniture, furnishings, fixtures or equipment installed by the unit owner in the unit) substantially in accordance with the Declaration of Condominium: such costs may also include professional fees and premiums for such bonds as the insurance trustee may determine to be necessary.

- 8) Section B (2) of Article X of the Declaration of Condominium describes a procedure for determining if a special assessment is needed.
- 9) Section B (3) of Article X of the Declaration of Condominium describes a procedure for cost estimates.

### General

Nothing shall be done or kept in any Unit, Limited Common Areas or Common Areas and Facilities, which will increase the rate of insurance of the Condominium. No Unit Owner shall permit anything to be done or kept which will result in the cancellation of insurance on the Condominium, or which would be in violation of any law.

The Association will bill a unit owner for any repairs the Association has to perform due to actions or negligence of unit occupants.

If non-emergency maintenance or services in any unit is performed by the Property Manager during regular work hours, the unit owner will be assessed a \$50.00 per hour fee plus materials



## **OCEAN HOUSE RULES AND REGULATIONS**

for those services.

### **Real Estate Taxes**

Each unit constitutes a separate parcel of real estate for all purposes including real estate taxation and assessment. A unit owner will pay real estate taxes directly to the Town of York for their unit. Common area fees do not cover real estate taxes.

### **Water and Sewer**

Water is provided as part of your common area fee. Sewer costs are not included. The York Sewer District will bill you for your individual sewer charges quarterly.

### **Utility Carts**

Utility carts are available for the use of all unit owners, tenants, and guests to carry groceries, bags, clothing, or small boxes, etc. These carts and wagons are shared by all 66 units, so at times they are a limited resource.

Utility carts are in the main building garage near the doorway leading into the building. They should be returned to this location immediately after usage.

Carts are for the use of unit owners and guests only. They should not be used by contractors. Do not keep custody of a utility cart after you have used it. Do not store it in your unit or park it at your entry door. Return it to the cart storage area.

### **Noise**

Owners, guests, and lessees will be expected to reduce noise levels after 10:00 p.m. so the neighbors are not disturbed. At no time are musical instruments, radios, or televisions to be so loud as to become a nuisance.

### **Miscellaneous**

- Respect private property bordering the Ocean House; monitor your children and pets
- No car washing is allowed anywhere on the property
- Bird feeding is strictly prohibited

## **Organization**

### **Board of Directors**

The organizational structure of the Ocean House consists of a five-member Board of Directors elected by the unit owners at the annual association meeting. Each Board member serves a 2-year term. The election of the Board is staggered to insure a smooth transition year to year.

The Board of Directors shall act on behalf of the Association and constitute the “Executive Board” under the Maine Condominium Act.

### **Meetings**

The Board of Directors meets as necessary throughout the year. If you wish an item to be put on their agenda, please contact the Association President.



# OCEAN HOUSE RULES AND REGULATIONS

## Annual Meeting

The annual unit owners' meeting is held each spring. Election of the Board of Directors, approval of the budget, and general business will be discussed. If you wish an item of general interest to be included on the agenda, you must submit a request to the Board at least 30 days prior to the meeting date.

Special meetings may be called throughout the year as needed.

There is one (1) vote allowed per unit. Each unit's beneficial interest (percent of ownership) is figured into the tabulation of the votes.

## Committees

The President may appoint committees to review certain matters and report to the Board of Directors.

## Enforcement of Rules

### Complaints

Complaints of violations of the Rules may be submitted to the Property Manager. A complaint must be in writing and signed by the person complaining, and this person must indicate that he or she, if necessary, will present testimony in court or at an appeal hearing before the Board of Directors. If the Property Manager and the Board feel a complaint is justified, they will take whatever action they deem appropriate. The complainant will be notified, in writing, by the Property Manager as to what action has been taken. The Property Manager or the Board are not legally required to take any action upon receipt of a complaint but will treat all residents fairly when resolving an issue within the Rules.

### Fines and Consequences

There are no offsets or counterclaims for fines.

Fines are available for any violation of these Rules, Declaration, Bylaws, or any other applicable Maine law, and will be \$50 per day, plus attorney's fees. The Association may also seek a restraining order / preliminary injunction when appropriate. Each day a violation continues after notice, it shall be considered a separate violation.

### Appeal / Right to Hearing

Appeals only apply to a dispute over fines or in response to a rules-enforcement action. The Board of Directors or such committee shall hold a hearing on any appeal within 30 days after the receipt by the Board of Directors of a formal written notice of appeal from a Unit Owner or resident. A decision shall be issued in writing by the Board of Directors within 10 days after the conclusion of the hearing.

## Collection Policy

### Association Funds and Collections

- 1) Monthly condo fees (regular assessments, parking fees, and loan assessments--*if applicable*) are due on the 1st of every consecutive month: Owners have the option of paying in advance or on monthly basis.





## **OCEAN HOUSE RULES AND REGULATIONS**

- 2) Additional Special Assessments may be charged to the owners--pursuant of the condominium documents (e.g. Special Assessments (S/A), Loan Assessments, etc.).
- 3) There will be NO WAIVERS of any late fees unless requested in writing and approved by a majority vote of the Board of Directors.
- 4) Late fees will continue to be applied until the account is current, pursuant of the Condominium Documents and this policy.
- 5) Pursuant to the regulations of the OHCA, no owner has the right to withhold any payment of any fees in order to resolve any other financial matter between the Board of Directors of the Condominium Association and the owner withholding payment of fees.
- 6) An owner whose fees fall into arrears must request a meeting with the Board of Directors of the Condominium Association to discuss a fee repayment plan. Request must be submitted in writing on or before 70 days past the initial due date of any assessment to be considered for a payment plan option (ex. Payment due on May 1<sup>st</sup> ... written request must be received by BOD on or before July 10<sup>th</sup>) or the individual's account will be turned over to collections as noted below.

### **Application of Funds**

Payments are applied in the following manner:

- 1) Loan Assessments
- 2) Attorney fees and collection costs
- 3) Late fees and interest
- 4) Fines
- 5) Special Assessments, etc.
- 6) Regular Assessments, with payment being applied to the oldest outstanding balance first

### **Current Month Arrears**

If a unit is in arrears as of the late date of the 16<sup>th</sup> in the current payment month:

- 1) Management will mail a Statement of the Owner's account with a First Notice as an initial effort to collect the debt.
- 2) Late fees will be applied to an Owner's individual account for all Assessments unpaid in full (regular Monthly Fees, Parking Fees, Special Assessments, Loan Assessments, etc.) on the 16th of current month & every consecutive month thereafter if in arrears.
- 3) A late fee will be applied in the amount of \$50.00 plus 18% per annum on the total balance of the account.

### **Second Month Arrears**

If a unit is in arrears as of the late date of the 16th for a 2nd consecutive month:

- 1) Management will mail a Statement of the Owner's account with a Second Notice as a continued effort to collect the debt.
- 2) Late fees will be applied to an Owner's individual account for all Assessments unpaid in





## **OCEAN HOUSE RULES AND REGULATIONS**

full (regular Monthly Fees, Parking Fees, Special Assessments, Loan Assessments, etc.) on the 16th of current month & every consecutive month thereafter if in arrears.

- 3) An additional late fee will be applied in the amount of \$100.00 plus 18% per annum on the total balance of the account.

### **Third Month Arrears**

If a unit is in arrears as of the late date of the 16th for a 3rd consecutive month:

- 1) Management will mail a Statement of the Owner's account with a Third/ Final Notice as a final attempt to collect the debt prior to turning the account over to Collections (regular mail and certified mail).
- 2) Late fees will be applied to an Owner's individual account for all Assessments unpaid in full (regular Monthly Fees, Parking Fees, Special Assessments, Loan Assessments, etc.) on the 16th of current month & every consecutive month thereafter if in arrears.
- 3) An additional late fee will be applied in the amount of \$150.00 plus 18% per annum on the total balance of the account.
- 4) Common Privileges for a unit will be suspended until the debt is satisfied. When a unit loses common privileges, any person associated with that unit may not utilize the Ocean House common areas or privileges until the Board of Directors of the OH reinstates common privileges to that unit. Privileges suspended include the pool, pool deck, pool area, spa, exercise room, great room.
- 5) The lender for the Unit may be notified of the collection effort and debt.

### **If Arrears Continue**

- 1) An attorney will be hired to pursue the debt in accordance with Maine state law, the Act, and the OHCA policies.
- 2) Although the Maine State Statute automatically implies a lien for unpaid assessments, the OHCA will direct an attorney to file a lien on the unit for the outstanding debt. The attorney will be directed to update the lien as necessary every three months.
- 3) All legal and associated fees will be incurred by the Owner of the unpaid debt.
- 4) Late fees of \$150.00 per month (including 18 percent per annum on total balance) will continue to be applied during the legal process and will continue until the debt is satisfied.

### **Four (4) months in arrears**

- 1) Legal collections will continue as noted above.
- 2) Foreclosure procedures on the unit will begin through the Association's attorney.
- 3) Fees for the unit will be advanced for the remainder of the fiscal year as due and payable.
- 4) Late fees will be added as a gross amount for each month advanced to a unit for the advanced fees.



# OCEAN HOUSE RULES AND REGULATIONS

## Rental Policy

*While you are free to rent your unit to third parties, there are certain rules you must observe:*

- 1) The owner shall maintain a security deposit of \$1,000 on account with the Ocean House Condominium Association while the unit is being rented to cover any expense incurred by the Association resulting from rental of the unit, such as damage to common areas. This is independent of the security deposit required of each tenant in their lease contract.

### **Not less than ten (10) days in advance of the lease term**

- 2) Fill out the “Tenant Approval Request Form” below
- 3) Email this form to the Board of Directors at [oceanhousedirectors@gmail.com](mailto:oceanhousedirectors@gmail.com)
- 4) The Ocean House board of Directors will return a decision within three business days

### **On or before the first day of the lease**

- 5) Fill out and sign the “Owner/Tenant Acknowledgement Form” below
- 6) Print out or scan a copy of the Lease Contract
- 7) Email a copies of the signed “Owner/Tenant Acknowledgement Form” and Lease Contract to the Property Manager at [oceanhousePM@outlook.com](mailto:oceanhousePM@outlook.com) or drop them in the Ocean House Office mail slot on the second floor near the elevator door

### **Duration of Lease**

- 1) Article XII Section B of the Ocean House Declaration of Condominium and Bylaws state the minimum rental period is one (1) month. Renting a unit for less than 30 days constitutes a violation that must be fined, on a per day basis, as prescribed in these founding documents
- 2) Advertising unit rentals for a period of less than 30 days is prohibited by any means, including but not limited to classified ads, online or printed real estate agent listings, and online services such as VRBO, AirBNB, or Craig’s List

### **Additional Rules**

- 1) Tenants with a lease of six months duration or more are allowed one pet. With a lease of less than six months, no pet is allowed
- 2) Assigning, subletting, commercial, shared, or group leases are prohibited
- 3) Tenants shall comply with all other rules contained in the Ocean House Rules and Regulations which can be viewed at <https://oceanhouseyb.com/rules-and-regulations/>
- 4) Owners will be held responsible for the actions of their tenants and guests whether the owner is in residence or not. If tenants or guests create a nuisance to other owners, the Property Manager and/or the Board of Directors shall have the right to administer fines to the owner of \$50.00 per day per violation and to recover associated OHCA attorney fees.
- 5) The Ocean House Board of Directors also reserves the right to deny future occupancy by any tenant who has previously committed violations of the Rules and Regulations or actions requiring Police intervention.



## OCEAN HOUSE RULES AND REGULATIONS

### Tenant Approval Request Form

*The Owner or Rental Agent must submit this Form to the Ocean House Board of Directors 10 days or more before the start of the proposed lease for approval of occupancy by prospective tenants or any persons providing consideration to the Unit Owner for residing in the unit.*

- 1) Failure to get approval in advance will result in fines of \$50 per day, as allowed by the Ocean House Bylaws, for each day of unapproved occupancy.
- 2) A tenant, occupant or guest who has previously violated the Ocean House Rules and Regulations, Declaration, or Bylaws, whether cited or not, will be refused tenancy or the right to be at the Ocean House property.
- 3) No oral tenancies or tenancies at will are allowed, and a copy of the written lease must be provided to the Ocean House on or before the first day of any tenancy.

#### Leasing Agent or Unit Owner:

Leasing Agent's Company: \* \_\_\_\_\_

Print Agent's Name: \* \_\_\_\_\_

Agent's Phone Number \* \_\_\_\_\_ Ocean House Unit Number \* \_\_\_\_\_

#### Prospective Tenant:

Print Tenant Head of Household Name: \* \_\_\_\_\_

Print Tenant Home Town and State: \* \_\_\_\_\_

Additional Occupants \* if any: (2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

Proposed Lease Start Date: \* \_\_\_\_\_ End Date: \* \_\_\_\_\_

Prior History at Ocean House, if any: \* \_\_\_\_\_

\* = Mandatory Entries

Email this completed form to: [oceanhousedirectors@gmail.com](mailto:oceanhousedirectors@gmail.com) and the Ocean House Board of Directors will return a decision within three business days.



## OCEAN HOUSE RULES AND REGULATIONS

### Owner/Tenant Acknowledgement Form

#### The Unit Owner or Rental Agent has complied with the following:

- 1) Has read and agrees to the Ocean House Rental Policy.
- 2) Has submitted the "Tenant Approval Request Form" above to the Ocean House Board of Directors at least ten days prior to the lease date, and tenant approval has been granted by the Board.
- 3) Shall provide fully signed copies of the Lease Contract and this completed "Owner/Tenant Acknowledgement Form" to the Property Manager on or before the first day of the lease.
- 4) Has provided a hard copy of the "Reminders for Renters and Guests" to the Tenant.
- 5) Is aware that the Unit Owner is responsible for the conduct of his/her tenants and guests.

Unit: \* \_\_\_\_\_ Unit Owner/Agent Signature: \* \_\_\_\_\_

#### The Tenant understands the following:

- 1) Has read and agrees to the "Reminders for Renters and Guests" below.
- 2) If a Tenant engages in unlawful or offensive activities on the premises or is repeatedly in violation of the Rules and Regulations, future tenancy requests will be denied.
- 3) The Tenant is jointly and severally responsible with the Unit Owner for payment of any fines resulting from violation of the Rules and Regulations.

Tenant Head of Household Signature: \* \_\_\_\_\_

#### Enter mandatory entries below that are not included in the Lease Contract:

Primary Phone: \* \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \* \_\_\_\_\_

Number of People Adults: \* \_\_\_\_\_ Children (under 18 years): \* \_\_\_\_\_

Auto 1 Make: \* \_\_\_\_\_ Color: \* \_\_\_\_\_ State: \* \_\_\_\_\_ Plate: \* \_\_\_\_\_

Auto 2 Make: \_\_\_\_\_ Color: \_\_\_\_\_ State: \_\_\_\_\_ Plate: \_\_\_\_\_

**\* Mandatory Entries**

#### Send the Lease Contract and this completed Form to the Property Manager:

- Scan and email to the Property Manager at: [oceanhousepm@outlook.com](mailto:oceanhousepm@outlook.com) or
- Drop a hard copy in the Ocean House Office mail slot (second floor next to elevator).



## OCEAN HOUSE RULES AND REGULATIONS

### Reminders for Renters and Guests

Keep in mind that Ocean House is a residential community, not a hotel. Please be considerate!

Visit the Ocean House Website at <https://oceanhouseyb.com/>

#### Security

- Entrance **doors** should never be propped open
- Do not **buzz** people in unless you are sure who they are
- Passing through the **hedges** from first floor main building units is not allowed

#### Consideration for Others

- **Quiet time** begins at 10:00 p.m.
- The **catwalks** should always be kept clear. No strollers, trash, beach equipment, etc. should be left out, and no running or playing on the catwalks
- **Utility carts** should be returned to the garage as soon as possible for the use of all
- The **trash chutes** are there for everyone's convenience but need special care. Only small securely tied plastic bags should be dropped in the chutes. All cardboard boxes and large trash bags must be taken to the trash room. Food waste not ground up in the kitchen disposer must be securely wrapped. No pizza boxes in the trash chute!
- Use the **rinsing station** in the rear of the main building to rinse off sand when returning from the beach

#### Safety

- No use of **barbecues or grilles** for cooking is allowed in any location in the main building or private decks
- The **pool rules** are posted at the pool entrances. Read and follow, especially:
- No substance of any kind should be put in Pool or Spa; No Glass or Alcoholic Beverages Allowed; No Diving, Running, Ball Playing or Floats Allowed (except for safety); You Must Shower Before Using Pool or Spa; No Smoking / No Food

#### Appearance

- Nothing should be **hung** over railings, fences, exterior vinyl walls or trim.
- The **lawns** are not for sunbathing, ball playing, etc. Use the park across Ocean Avenue.
- Walking of **pets** for constitutional relief in or on common areas and lawns is not allowed (only renters with a lease of 6 months or more are permitted to have pets).

Thank you for your cooperation,

*Ocean House Board of Directors*



# **OCEAN HOUSE RULES AND REGULATIONS**

## **Unit Modification Policy**

### **Unit Work and Modifications**

The Board of Directors in 2008 adopted a policy governing work performed by an owner, vendor, or contractor inside of their unit. This policy is not intended to control a unit owner's right to work and improve their property and applies to both contractors and unit owner doing their own work. Even small work projects have the potential for causing damage to common areas (spilled paint, rolls of carpeting denting walls, etc.) This policy protects the Association and the unit owner. In many instances, the only requirement for the unit owner, will be an email or phone call and filling out the [Application for Unit Work Form](#) below. Email the President with a brief description of the work project (call if you do not have email). It will then be determined what items in the Application Package will be required. The term 'contractor' applies to both a 'hired contractor', and/or unit owner doing their own work.

### **Structural Modifications**

Pursuant to the Condo Documents, the removal or modification of any interior walls or framing must be reviewed and approved by the OHCA engineer, with all costs, if any, to be paid for by the unit owner.

### **Schedule**

Unit owners shall not schedule construction and remodeling projects during High Season, defined here as **June 1 through Labor Day**.

### **Documents**

These documents may be required in the Application Package:

- 1) Application for Unit Remodeling Form (Attached)
- 2) Builder's trade licenses as required by Code Enforcement
- 3) Builder's Liability and Worker's Compensation Insurance
- 4) Certification of weight limits for elevator transportation.
- 5) Drawings of intended project as may be necessary.
- 6) Security deposit of \$500.00 for damage and/or cleanup of common areas, if necessary.

### **Authorization**

All unit work must be authorized by the Board.

- 1) The unit owner must submit all required materials for approval to the Property Manager for work no less than 4 weeks prior to the start of any work. The only exception to this requirement will be emergency repairs such as plumbing, electrical or HVAC.
- 2) The Board must act on the request within 2 weeks. The Board will have no jurisdiction on the style, design, etc. of the work being performed. Note: Board authorization is not intended to mean that the Board has reviewed and checked any professional engineering which was submitted.



## OCEAN HOUSE RULES AND REGULATIONS

### Contractor Rules

- 1) Prior to the start of work, the contractor will submit to the Property Manager copies of all required permits for the project. If a contractor is found to be doing work without required permits, OHCA has the authority to stop the project, and notify Code Enforcement. Any fines or penalties assessed by Code Enforcement will be the responsibility of the owner/contractor, and OHCA will be held harmless.
- 2) The contractor may not use the catwalks as a work area. If a contractor is found to be using the catwalks as a work area, there will be a \$1000 fee to dismantle and clean the EPDM roof and roof drains. Any damage to the catwalk flooring will be repaired only by OHCA authorized contractors and be charged to the unit owner.
- 3) Parking for contractor vehicle(s) will be provided for by the unit owner. Contractors will not park in any other owner's parking spot without that owner's prior approval.
- 4) Any damage to the catwalk or any other common area or limited common area flooring resulting from the transporting of materials and equipment to the unit will be charged to the unit owner.
- 5) Contractors are NOT ALLOWED to use OHCA wagons to transport materials and equipment. Industrial carts are provided for this type of work loads.
- 6) The standard time of work is 8AM to 5PM Monday through Friday, except holidays. Advance written approval must be requested from the Board of Directors to work outside these hours. Notify the Property Manager to obtain approval.
- 7) Dispose of construction debris properly off Ocean House property (i.e. use of the Association's dumpsters and trash receptacles is not allowed).
- 8) The contractor should provide the correct type and number of fire extinguishers.
- 9) The Contractor should minimize any disruption to the other owners and occupants:
  - a) Control construction noise, including entertainment devices.
  - b) Control nuisance fumes.
  - c) Keep the Common Area egress paths always clear and cleaned at least at the conclusion of each workday. The Association reserves the right to require more frequent cleaning depending on nature of Contractor's work.
  - d) Provide strict discipline and order among his/her employees
  - e) Not post any signage
  - f) Not smoke tobacco products in any Common Areas of the property
  - g) Not bring any hazardous or unlawful products onto Association property
  - h) Not permit large amounts of waste, trash, rubbish, etc. to accumulate on Association property
- 10) The contractor must certify (part of submittal package) that materials and equipment being transported via OHCA elevator do not exceed the weight limits of the elevator. (The Ocean House elevator is rated 2100 lbs. max. weight)
- 11) The unit owner cannot authorize, nor is authorized to perform ANY work beyond the



## **OCEAN HOUSE RULES AND REGULATIONS**

limits of ownership. The unit owner cannot authorize work in the Common Areas or Limited Common Areas associated with the unit (i.e. main building front decks, townhouse decks).

- 12) If the work being performed required Town Code Enforcement permits or trade permits, the contractor will submit a copy of the final approvals as approved by the jurisdiction having authority on the work.
- 13) Upon completion of work the contractor will request a final inspection of all common areas and associated traffic routes to the unit by OHCA. Deposits for damage/cleaning will not be released until an OHCA authorized agent makes their inspection and approves the contractor's final clean-up and that no damage to common elements has occurred.
- 14) A copy of this Policy must be given to the Contractor(s) prior to start of project.





## OCEAN HOUSE RULES AND REGULATIONS

### Application for Unit Work Form

Unit \_\_\_\_\_ Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Scheduled Start Date: \_\_\_\_\_ Scheduled Completion Date: \_\_\_\_\_

#### Description of Project:

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Company 1 Name: \_\_\_\_\_ Company contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Company 2 Name: \_\_\_\_\_ Company contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Company 3 Name: \_\_\_\_\_ Company contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Any modifications to sprinkler head locations? If yes, please explain:

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Any requirements to shut down utilities (water, electric, telephone, cable)? If yes, explain here:

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Any special building access requirements (crane, lift, etc.)? If yes, please explain:

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Is elevator required to move materials? If yes, please indicated dates that elevator pads will be required: \_\_\_\_\_ to \_\_\_\_\_

Will there be any large-scale delivery requirements? If yes, what date(s)?

\_\_\_\_\_ to \_\_\_\_\_

#### Required documents attached:

- \_\_\_\_\_ Builders trade licenses as required by Code Enforcement
- \_\_\_\_\_ Builders Liability and Worker's Compensation Insurance
- \_\_\_\_\_ Certification of weight limits for elevator transportation
- \_\_\_\_\_ Drawings of intended project as may be necessary
- \_\_\_\_\_ Security deposit of \$500.00 for damage and / or cleanup of common areas if necessary

Owner Signature: \_\_\_\_\_



# OCEAN HOUSE RULES AND REGULATIONS

## Preventive Maintenance Policy

### General Maintenance

Unit owners are responsible for maintaining their units in a reasonable and safe condition. As controlled by the Ocean House Declaration of Condominium, each unit owner shall keep and maintain his unit, and its equipment, appliances and appurtenances in good order, condition, and repair. The unit should be kept in a clean and sanitary condition.

### Insurance History

Past expensive insurance claims resulted in most insurance companies refusing to quote insurance coverage for the OHCA property. The Board of Directors consulted with our insurance agent Lucas Sevigney with the Sevigney-Lyons Insurance Agency who recommended that our Association adopt a Preventative Maintenance Policy. This is a common practice within condominium associations and provides significant benefits by preventing costly damage and resulting insurance claims. Implementation of this policy has given us a significant advantage in getting quotes and coverage from our carrier, Hanover Insurance.

### Water Leak Sources

Water leaks are the most common source of damage, and most common causes are:

- Kitchen, bathroom, laundry, or sprinkler water pipes freezing in winter
- Clogged drains in air conditioner and water heater drip pans

### Leak Prevention if you plan to be away from you unit for a week to a month:

- Leave the thermostat in **Heat mode** with a minimum setting of **55 Degrees F.**
- **Turn off** the electric switch to the water heater
- **Turn off** the water heater and main water valves (handle at right angles to pipe is off),
- **Open a faucet** in the kitchen sink or bathroom vanity to bleed off pressure

### Leak Prevention if you plan to be away from your unit for a month or more:

- Do all the above and:
- **Flush all toilets** (reduces water damage in case of freeze-up or leak)
- **Open cabinet doors** under the kitchen sink and bathroom vanity (warms the pipes where there may be cold air currents flowing though the walls)

Note: If you forgot to turn off the water before leaving the unit, the Property Manager can do it for you on request.

### Procedure for turning the water back on:

- **Turn on** the water valve to the water heater (handle parallel with pipe is on)
- **Turn on** the main water valve to about the 25% on position
- **Turn on** the kitchen sink faucet until the air bleeds out then turn off
- **Slowly turn on** the main water valve to the full on (handle parallel with pipe)



## OCEAN HOUSE RULES AND REGULATIONS

- **Turn on** the electric switch for the water heater

### Fire Sources

Fires are fortunately extremely rare at Ocean House, but could occur:

- In the main building from a frayed electrical cord, faulty appliance, or clogged dryer vent
- In a town house all the above plus improper use of an outside grill or propane gas leak

### Fire Safety

Unit owners are responsible for safe operation of their electrical and propane appliances and arranging repairs, as necessary. In addition, the unit owner is responsible for replacing batteries in smoke and carbon monoxide detectors when the low battery warning sounds.

### Specific Inspection Items

The following items are periodically inspected as part of the Preventative Maintenance Plan:

- Age and condition of washing machine hoses (Replacement interval 5 years)
- Age and condition of water heater and drip pan (Replacement interval 10 years)
- Age and condition of HVAC air handler and drainpipe
- Condition of kitchen and bathroom under counter plumbing
- Age and operation of smoke detectors (Replacement interval 10 years)
- Age and operation of carbon monoxide detectors (units with propane heat only)

### Key Points

- The cost of inspections will be paid by the Association (Property Manager labor)
- Unit owners will be notified in advance of any inspection scheduled for their unit
- Dryer vent hose cleaning and washing machine hose replacement will be done in groups and billed to unit owners
- Unit owners are responsible for scheduling all other needed repairs
- Voluntary compliance with the Policy will go a long way in reducing your liability if there is a claim that affects other units or common areas
- Unit owners are still responsible for monitoring their property and making repairs as necessary
- The Association does not assume responsibility for any item because it passed inspection and subsequently failed
- Unit owners are responsible for following the Leak Prevention procedures above.

The Inspection and Repair Log below has been provided as a convenient place to record maintenance activity dates.



## OCEAN HOUSE RULES AND REGULATIONS

### Preventive Maintenance Inspection and Repair Log

Unit owners should save their contractor receipts in a safe place for future reference. For convenience, here is a form to print out where dates can be logged for inspections, repairs, and new equipment installations:

Steel Braided Washer Hoses	Dryer Vent Cleaning	Water Heater and Drip Pan	HVAC Filter and Drainpipe	Smoke Detectors	CO Detectors (Propane Units)