

# The Island at Hidden Harbour Condominium Association

## General Rules & Regulations

January, 2018

### General Restrictions

1. No rollerblading, skateboarding, bike riding or scooter riding, etc. in units, hallways, stairways of any building or the dock walks. Bicycles may be kept at stairway entrances provided they do not block traffic or present a hazard.
2. The operation of unregistered motorized vehicles (gas or electric), except wheel chairs, is prohibited anywhere on the general or limited common areas.
3. Excessive noise is prohibited at all times.
4. Speed limit on the Island is 15 mph.
5. Clothing, towels, or other items shall not be hung on balconies, railings, etc.
6. Decks and balconies shall be kept neat.
7. Common areas including entrance hallways shall be kept free of items and accessible.
8. The possession or use of fireworks (exploding or ground-based sparkling devices, whether aerial or non-aerial and explosive or non-explosive) is prohibited by State of Maryland law and Ocean City Ordinances and is strictly prohibited anywhere on the Island at Hidden Harbour property.
9. Kerosene heaters and other items creating a fire hazard, including but not limited to gas containers, cannot be stored or used within units, on balconies or on any other common area.
10. Grills (charcoal, gas or open flame) shall not be used on porches, decks, docks, inside units or on the parking lot or within 20 feet of any building.
11. Throwing objects off balconies is prohibited. This includes cigarette and cigar ashes.
12. Pets shall not be left unattended outside units. They cannot be allowed to disturb others including excessive or loud barking. Pet droppings shall be picked up immediately.
13. Renters are not permitted to have pets. It is the obligation of the owner renting the unit to inform rental agents or the renters.
14. No unit in the Condominium shall be leased or rented for any period less than seven (7) consecutive days in duration, and any letting shall be by written agreement clearly subject to the requirements of the Condominium Declaration, By-Laws and other constituent documents.
15. Maximum occupancy per O.C. Fire Marshall: 2 Br. Unit is 6 people, 3 Br. Unit is 8 people.

### Parking Lot Restrictions

1. Parking spaces are not assigned.
2. Park so that your vehicle does not overhang the grass strip. Heat and fluids can damage grass and it must be clear to facilitate cutting.
3. We have a lawn sprinkler system that comes on overnight so vehicle windows should be closed.
4. Vehicle repair work and oil changes are not permitted.
5. Vehicles shall not occupy more than one parking space.

## Trailer Parking

1. Generally, no trailer, truck over 3/4 ton, camper camp truck, house trailer, boat or personal water craft trailer, or the like shall be parked on any general or limited common element.
2. The following exceptions apply to unit owners only and not persons renting units. Renters are not authorized to park any vehicle described above on any general or limited common element.
3. Exceptions:
  - A. Between the Tuesday following Labor Day and the Monday preceding Memorial Day unit owners may park their boat or personal water craft trailers for a maximum of three consecutive days in the center parking lot between the north and south pools after obtaining and displaying an authorized parking permit in the manner described below.
  - B. Additionally, unit owners may park trailers used to transport an automobile or motorcycles for the three motor vehicle events held in Ocean City in September, October, and May of each year, under the following conditions:
    - a. Obtain an authorized parking permit and display it on the trailer as prescribed.
    - b. Trailers may be parked for a period not to exceed three consecutive days.
    - c. Trailers must be parked in the center parking lot between the north and south pools and in a manner prescribed below.
  - C. Requests for parking exceptions other than those listed above, shall be made to the Board in writing at least 15 days in advance.
  - D. Any exceptions in addition to those listed above will be made at the discretion of the Board.
  - E. Notwithstanding the exceptions above, the Board reserves the right to limit the number, size and type of trailers permitted to be parked.
4. Trailer Parking Rules
  - A. All trailers must be parked in the center parking lot between the north and south pools.
  - B. To the extent possible, trailers will be parked within a single marked parking space in such a manner as not to interfere with ingress or egress of other vehicles.
  - C. Trailers too long to fit into a single marked space without extending into the roadway portion of the parking lot shall be parked parallel and adjacent to the curb and only occupy the space needed to safely park the trailer.
  - D. Violation of these rules will result in the removal of the trailers from the parking lot at the risk and expense of the trailer owner in accordance with Ocean City towing policy.
  - E. No flushing of boat or personal watercraft engines shall be performed on the Property. This is a violation of EPA regulations and violators will be prosecuted.

## Trailer Permit Procedure

1. Requests for trailer parking permits shall be made to the management company at least 15 days prior to the date the trailer will be parked if the permit is to be mailed to the owner. If the request for a permit is made less than 15 days in advance, the permit must be picked up at the management company.

2. The request shall contain the name of the unit owner, unit number, phone numbers and description (including length) of the trailer and the dates requested.
3. The permit must be attached to the trailer in a manner that is clearly legible and secure regardless of the weather conditions.

### Pool Rules

1. There is no lifeguard on duty. Swim at your own risk.
2. Pool hours are 9:00 a.m. until 10:00 p.m.
3. Use of the pool is restricted to unit owners and their guests. A pool key is required for access.
4. Children under 14 must be under the supervision of a responsible adult.
5. No diving, running, roughhousing or ball playing is allowed.
6. Flotation devices are allowed provided they do not interfere with others.
7. Glass containers are not allowed. NO SMOKING inside the pool areas.
8. Pool furniture must not be removed from the pool areas.
9. Trash including smoke ashes must be put in containers and spills cleaned up immediately.
10. Pets are not allowed in the pool area.
11. The serenity of other people in the pool area must be respected.
12. When leaving the pool, put umbrellas down and arrange chairs neatly. Remove umbrellas from tables during windy weather.
13. Pool gate must be closed at all times.
14. Unit owners may enforce these rules. Should a serious problem occur, contact the property manager.

### Dock Area Restrictions

1. Exercise care to avoid hitting boats while fishing.
2. Fish carcasses, stones and other debris shall not be thrown into the canal. They should be placed in a bag and disposed of in the trash containers.
3. Extension piers or boatlifts require permission from the Board of Directors prior to installation. An application form is available upon request.
4. A hose attached to a faucet may be used by anyone.
5. Finger piers are for the limited use of adjacent slips and are not common elements.

### Unit Owner Responsibilities

1. Unit owners are responsible for all guests and or renters occupying his or her unit.
2. Owners and guests must adhere to all requirements of the By-Laws, Condominium Declaration and Rules and Regulations.
3. Only unit owners are authorized to contact the management company or the Board of Directors. Guests must send complaints, etc. through the unit owner.
4. Owners are responsible for all maintenance and repair to his or her unit including finger piers, heat pumps, fireplaces and all unit specific items passing through common walls such as telephones, cable, air conditioning etc.

5. Minor touch-up painting such as deck railings is allowed provided paint is approved by the association and the appearance is not changed.
6. For identification purposes in the event of heat pump freeze ups requiring emergency servicing, it is mandatory that each unit owner clearly and conspicuously identify the condo unit number on the heat pump(s) servicing the respective unit.

### Rules Violations and Fines

Sanctions will be imposed for violations of the adopted and published Rules and Regulations of the Association. The following procedures will be followed:

1. The Rules and Regulations as adopted by the membership are enforced by the imposition of fines for violations.
2. Any unit owner or property manager may prepare a written notice of violation. The violation notice must contain the following information: the date of occurrence, the witness to the occurrence, the time of the occurrence, a description of the violation, and the signature of the person preparing the notice.
3. There is no guarantee of anonymity for those submitting violation notices.
4. The violation notice must be submitted to the property manager within five days of the violation occurrence.
5. The Board of Directors will review the violation notice, and, at its sole discretion may act in the following manner:
  - a. For any offense whether it is or is not health or life threatening:
    - 1st Violation – written notice mailed certified mail/return receipt requested
    - 2nd Violation – maximum fine of \$1000
    - 3rd and subsequent Violations – maximum fine of \$1000
  - b. For any offense regarding unit rentals of less than the required 7-day stay:
    - 1<sup>st</sup> Violation -- \$100 fine
    - 2<sup>nd</sup> Violation -- \$200 fine
    - All subsequent violations -- \$300 fine

Fines will be subject to collection as defined in the Island at Hidden Harbour Condominium Association By-Laws governing collection of assessments.

6. The Board of Directors shall have the authority to impose fines, arrange for the towing of vehicles through its agent, waive fines, and reduce fines.
7. A unit owner who disputes the imposition of a fine may appeal to the Board of Directors for a hearing on the matter by letter mailed certified mail/return receipt requested.
8. Matters unresolved by the hearing with the Board of Directors may be appealed to the membership at its regular Annual Meeting of Members and may be brought to a vote on that date.
9. Fines will continue to be imposed for the duration of the violation and penalties and interest will continue to accrue until the matter is resolved, if the violation is appealed.

## Policy Regarding the Protection of Units from Property Damage

1. Island at Hidden Harbour unit owners are neighbors who share the responsibility of minimizing additional expense to each other.
2. Damage to units and to the common elements results in claims against the Association's master insurance policy.
3. The Association is faced with increasing insurance premium expense and possible cancellation if multiple claims are made against the master insurance policy.
4. The Association's owners are responsible for the payment of all insurance deductibles as a common expense.
5. Each owner has a responsibility to perform the maintenance tasks that are required by this policy to minimize claims against the Association's master insurance policy.
6. The Board of Directors expects unit owners to comply with the directives listed below.
7. Owners who fail to comply will be subject to fines, as outlined in the Rules and Regulations of the Association.

### Unit Owner Responsibilities

1. Maintain heat inside units from October 15th until April 1st, with a minimum interior unit temperature of 55 degrees Fahrenheit.
2. Turn off the water supply to the unit by turning off the water supply at the water main valve whenever departing the unit for any period exceeding 24 hours.
3. Clean the air conditioner condensation line every year in the spring, before operating the air conditioning unit.
4. Provide for the replacement of any non-working water supply valves before January 1, 2006.
5. Replace rubber washing machine hoses with braided steel hoses before January 1, 2006.
6. Replace any hot water heater that has reached the end of its warranty period or is 10 years old. Check the base of the hot water heater monthly for signs of water seepage. If water is found, replace the hot water heater immediately.
7. Provide a working set of keys to the property manager so the interior of the unit can be checked once monthly from September through May.

Effective January, 2018:

Violations for non-compliance of the above Unit Owner Responsibilities, and **as required by the Associations master insurance policy**, are as follows:

1<sup>st</sup> violation -- ALL owner units will be assessed \$50 for the 1<sup>st</sup> heat check of the season. If the unit is found to be compliant with the above responsibilities, the \$50 fee will be waived. Any unit found not in compliance with the heat and water settings above will thus be assessed the \$50 fee. Written notice will be sent to the unit owner.

2<sup>nd</sup> violation -- \$250 fine will be assessed

NOTE: IF damages occur due to an owner's failure to properly maintain the minimum 55 degrees' heat level and keep the unit main water line shut off, the owner will be liable for the cost of property damage.