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# STMA RULES

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Change A Incorporated 7/17/19

Change B Incorporated 4/20/20

Change C Incorporated 8/05/21

*NOTE: Users of this RULES document should understand that Sea Trail is a dynamic community and, as such, many influences (e.g., local/state/federal laws) have the potential to require changes to sections of the RULES. A hardcopy of the RULES, revised as dated in the left corner below, may be referenced for general guidelines; however, the STMA website ([www.seatrailma.com](http://www.seatrailma.com)) should be consulted for the most up-to-date version of the RULES. In addition, the STMA Administrator ([administrator@seatrailma.com](mailto:administrator@seatrailma.com); Phone: 910-579-5374), may be contacted for more specific questions.*

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## **STMA RULES PREFACE**

These STMA RULES (hereinafter referred to as “RULES”) duly adopted by the Board of Directors of Sea Trail Master Association, Inc. (STMA) are applicable to STMA owned common facilities and all residential property within the Sea Trail development. The RULES have been adopted pursuant to the Second Amended Consolidated Master Declaration and Development Plan (SACMD) for Sea Trail and all supplements thereto, STMA By-Laws, and the Architectural Design Standards (ADS). The Architectural Standards Committee (ASC) responds to submissions pertaining to architectural design. These RULES, their limitations, restrictions, covenants and conditions are binding upon all entities (property owners, tenants, transients, invitees, and guests) who have or may acquire an interest in the property identified within the SACMD and its amendments, and who have the right to use STMA common facilities within the Sea Trail development. If there is any conflict between these RULES and the SACMD, By-Laws, and the ADS, the SACMD shall prevail. The purpose of these RULES is to provide structure and discipline in the Sea Trail community for the residential properties and STMA common facilities and to promote respect for and among occupants of Sea Trail residential property. STMA RULES abide by the Town of Sunset Beach. However, STMA can enforce more restrictive rules for property owners. Users of this RULES document should understand that Sea Trail is a dynamic community and, as such, many influences (e.g., local/state/federal laws) have the potential to require changes to sections of the RULES. A hardcopy of the RULES, revised as dated in the left corner below, may be referenced for general guidelines: however, the STMA website ([www.seatrailma.com](http://www.seatrailma.com)) should be consulted for the most up-to-date version of the RULES. In addition, the STMA Office ([Office@seatrailma.com](mailto:Office@seatrailma.com) Phone: 910-579-5374), may be contacted for more specific questions.

### **I. GENERAL INFORMATION**

STMA Members may access the above referenced documents by logging on to the STMA website ([www.seatrailma.com](http://www.seatrailma.com)) with the member ID and Password, and entering “Important Documents” in the SEARCH box. A copy of this RULES document may be obtained at cost from the STMA Office by written request to STMA Office, 295-1 Rice Mill Circle, Sunset Beach, NC 28469 or by email to [office@seatrailma.com](mailto:office@seatrailma.com). The owner of a residential unit leased for ninety days or more is required to provide a copy of these RULES to their tenants and to ensure the tenants understand the obligation to adhere to them; the owner must obtain a written acknowledgement of receipt of a copy of the Rules by the tenant. The Tenants Information Form is available on the STMA Website ([www.seatrailma.com](http://www.seatrailma.com)). The owner must submit this acknowledgement with a copy of the lease as is required by paragraph III. E. 3. within these Rules.

The Sea Trail development is located within the Town of Sunset Beach and Brunswick County in North Carolina. All statutes, regulations, and ordinances of the State of North Carolina, County of Brunswick, and Town of Sunset Beach are applicable to all real property located within Sea Trail development. Speed limits and traffic signs posted by the Town of Sunset Beach on these roads will be monitored and enforced by the Sunset Beach Police Department. Violators will be subject to ticketing.

### **II. PROPERTY OWNERS/Sea Trail Master Association (STMA) MEMBERS**

A. STMA MEMBERS. Membership in STMA is defined in paragraphs 1.21 and 3.2 of the SACMD. For the sole purpose of these RULES, the term “property owner” shall mean all title holders named in the recorded deed for residential property within the Sea Trail development and their spouse or any adult individual with whom the title holder resides on a permanent basis. All property owners as so defined are members of STMA and entitled to the rights and privileges encompassed within these RULES.

B. STMA MEMBER CONTACT INFORMATION. STMA Members are required to provide their mailing address(es), Sea Trail address, email address(es) and telephone number(s) to the STMA Office within ten days of the date the title is acquired. STMA shall be entitled to rely upon the information provided pursuant to this requirement in all notifications required under these RULES and the SACMD. Changes in personal contact information may be made by STMA Members on the STMA website Member Directory and must be made within ten days of the date of such change. STMA Members may provide the changes to the STMA Office within ten days as well. This information will only be used for STMA notifications and will not be given or sold for any other purpose except for the Declarant's request. However, property owners may opt out of receipt of Sea Trail development notifications.

### III. RULES

#### A. COMMUNITY SAFETY AND SECURITY:

##### 1. USE OF MOTOR VEHICLES, STORAGE, PARKING, AND STREETS:

a. Motor Vehicles: Operators of motor vehicles, as defined under the statutes of the State of North Carolina, within Sea Trail development must possess a valid driver's license recognized by the State of North Carolina. Motor vehicles to be operated within Sea Trail development shall be properly registered and licensed as required by North Carolina statutes. Golf carts and mopeds which comply with North Carolina statutes for street operation are permitted on public streets. Dirt bikes, all-terrain vehicles or similar off-road vehicles not properly licensed and registered as required by North Carolina statutes may not be operated within Sea Trail. Exhaust systems shall be muffled so as not to create a nuisance.

##### b. Storage, Parking, and Streets:

(1) Within Sea Trail, storage and/or parking of a mobile home, trailer (with or without wheels), motor home, tractor, trucks in excess of a one half (1/2) ton load capacity, camper, motorized camper or trailer, recreational vehicles, boat or other watercraft (motorized or not), boat trailer or any related forms of transportation devices is prohibited unless stored in a garage and not visible from any adjoining lot, street, or recreational area. Storage spaces commonly referred to as "PODS" are permitted, not to exceed 30 days without specific approval from STMA. During active construction on a residential property, commercial vehicles required to remain in connection with that construction (e.g. dumpsters) may remain on the site of the construction for only so long as may be reasonably required to complete the construction.

(2) No vehicle shall be parked overnight within any street right of way within Sea Trail.

(3) No unlicensed, stripped, partially wrecked or junked vehicle or part thereof may be visible to the public on any property, street, or street right-of-way within Sea Trail.

(4) No vehicles shall be parked on the lawn or yard of any residential property or on any vacant lot or vacant property. Vehicles must be parked in approved driveways and parking lots.

(5) No vehicle displaying advertising that it is For Sale shall be parked anywhere, including privately owned residential units, on any property within Sea Trail.

c. STREETS and ROADS IN SEA TRAIL development: The Town of Sunset Beach assumed possession and ownership of several main roads in the Sea Trail development in early 2019. Speed limits and traffic signs posted by the Town of Sunset Beach on these roads will be monitored and enforced by the Sunset Beach Police Department. Violators will be subject to ticketing.

2. SOLICITATION: Solicitation within Sea Trail development is prohibited without a properly issued permit from the Town of Sunset Beach, coordinated with the STMA Office. The solicitation of contributions of money or property or otherwise canvassing for the contributions of money or property, offering of goods for sale by calling out in the street, and the selling, bartering, exchanging or the offering for sale of any tangible personal property along the streets or from private property, or from any wagon, truck, pushcart, concession stand, tent, or other moveable receptacles of any kind is prohibited. The distribution of pamphlets, brochures, or handbills for the purpose of soliciting or advertising business is prohibited.

3. YARD/GARAGE SALES: Display and sale of personal household goods property, commonly known as a “yard” or “garage” or “estate” or similar sale, is permitted. A Yard/Garage Sale shall only be permitted on premises owned or controlled by the person holding the sale. Signs for such sales are not permitted more than 48 hours prior to the sale and must be removed within 24 hours of the end of the sale.

a. Such sales are limited to one day only during daylight. A permit must be obtained from the Town of Sunset Beach at least 48 hours before the start of the sale. (The cost at time of this publication is \$5). The STMA Office shall be provided with a copy of the permit prior to the event. Not more than four sales per year shall be held at the same premises. Accepting goods for sale from a commercial enterprise on a consignment basis is prohibited.

b. Only one YARD/GARAGE SALE sign is permitted on-site. No more than two directional YARD/GARAGE SALE signs are permitted at strategic locations off-site (e.g., street intersection). Each sign shall not exceed 4 sq.ft in area, shall be neatly painted or printed, and attractive. Vehicles and large individual household items that are For Sale are not permitted to be displayed with a For Sale sign anywhere visible from the street or golf course.

## B. RESIDENTIAL PROPERTY USE:

1. APPLICABLE ORDINANCES. All Ordinances of the Town of Sunset Beach, Brunswick County and the State of North Carolina are applicable to all properties within Sea Trail development.

2. PROPERTY USE. Individually owned residential property, whether it is a detached residence, a zero-lot line with common walls, Townhouse, Villa, multiplex or condominium shall be used solely for single family residential living. A home office is permitted. No other commercial activity is permitted unless such activity complies with the following:

a. The existence or operation of the activity is neither apparent nor detectable by sight (including signs), sound, or smell from the exterior of the residence. All commercial or business activity observable to other residents is prohibited.

b. The activity does not require regular visitation to the residence by clients, customers, employees, agents, suppliers or other business invitees, or the solicitation of other residents of Sea Trail. Parking of personal vehicles belonging to employees, agents or business suppliers on the property site, neighboring property sites, or road rights-of-way in connection with the business is prohibited.

c. The activity is consistent with the residential character of Sea Trail and does not constitute a nuisance, hazardous or offensive use or threaten the security or safety of other residents. Any business activity creating a nuisance for other Sea Trail residents shall be required to correct the issue or relocate the business activity elsewhere.

d. Sidewalks – No bikes, skateboards, or any motorized vehicles are permitted on Sea Trail sidewalks except ADA compliant vehicles.

3. DETACHED STRUCTURES. All, tents, trailers, mobile homes or any other structure, permanent or temporary, except as otherwise provided within these RULES, are prohibited on any member’s property without the prior approval of the Architectural Standards Committee (ASC).

4. CONDUCT. All residential property owners, tenants, guests and invitees shall conduct themselves with respect and regard toward all members of the community. All noxious, vulgar, offensive, or illegal activities are prohibited within Sea Trail. No residential property owner, tenant, guest or invitee shall engage in any conduct which constitutes an unreasonable annoyance or nuisance to any person within Sea Trail or in violation of the Ordinances of the Town of Sunset Beach.

5. DISTURBANCE OF NATURE. Activity that materially disturbs or destroys vegetation, wildlife, water, or air quality is prohibited.

6. FIREARMS. Discharging of any firearm as defined in the statutes of the State of North Carolina, including, but not limited to, revolver, rifle, shotgun, BB gun and paint ball gun is prohibited.

7. FIREWORKS. Discharging fireworks or any incendiary device within Sea Trail is prohibited.

8. **OUTSIDE BURNING.** Outside burning other than substances ordinarily burned and contained in an outdoor BBQ, fireplace, fire pit, ceramic chiminea or similar structure is prohibited.

### C. PROPERTY MAINTENANCE:

1. **LANDSCAPING:** Property owners shall maintain the landscaping on their property at the level specified in the ADS Standards. In the event of the absence of a specific reference in the ADS Standards, the following minimum standards shall be applicable:

a. Major yard areas shall be continually covered with grass or acceptable alternative mulch defined as an earth tone, shredded hardwood product or pine straw. Coverage by use of stones, gravel or other impermeable surfaces is prohibited unless approved by the ASC.

b. All grass, except decorative grasses, shall be maintained to a height not exceeding four inches.

c. Mulched yards shall be refreshed at a minimum of once a year.

d. All trees, shrubs, and plantings, as well as grass/yard cover, shall be maintained to enhance the appearance of the dwelling.

e. Weeds, especially in mulched yards, shall be treated or otherwise eliminated to maintain the naturally intended appearance of the property. Leaves, branches, and other yard debris shall be regularly removed to comply with the landscape standards.

f. Accumulation of trash, debris, and/or other unsightly litter is prohibited. Refer to the Yard Waste Disposal section (pg. 11, III. C. 14). Depositing or dumping of any yard waste (such as grass clippings, shrubbery clippings, tree branches, etc.) on any improved or unimproved lot or on any common area is prohibited.

g. Property owners shall ensure that their vacant residential lots are well maintained with no unattractive growth, including but not limited to vines, brush, fallen trees, heavy logs or accumulation of rubbish or debris including after a significant weather event. In accordance with the Town of Sunset Beach Ordinances, all vacant lots shall be “shrubbed down” (bush hogged) within four inches of the ground between May 1st – May 31st and September 1st – September 30th of each year. Failure to comply with this requirement and the Town of Sunset Beach Ordinance will result in a letter to the Property Owner from the STMA Office citing the violation(s) and allowing 30 days to resolve the issue. Failure to comply within the time limit will require STMA to arrange compliance, the costs of which shall be assessed to the property owner, with collection subject to STMA adopted collection policy and the statutes of the State of North Carolina.

h. **Tree Removal Policy.** Homeowners are required to contact the STMA Office before removing any trees on their developed or undeveloped property. This includes both hardwood and pine trees regardless of their size. The STMA Landscape Committee will in turn contact the homeowners and discuss the tree removal request. The homeowner’s failure to contact the STMA prior to removing a tree will result in a fine levied for each tree removed.

i. **Damaged, Diseased & Dead Tree Policy.** The term “individual property owner” shall mean the private, individual, or entity owner of a lot(s), and Sea Trail Master Association (STMA), as owner of the common properties.

1. The responsibility and all costs associated with the handling (removal) of damaged, diseased, dying and/or dead tree(s) rests with the individual property owner upon whose property the distressed tree(s) is located.

2. Upon the discovery or report of a damaged, diseased, dying, or dead tree(s) by the STMA Landscape Committee, the Landscape Committee will notify the owner of the property where the distressed tree(s) is in writing. This written notification will include a brief description of the tree(s) condition along with any concerns and/or potential danger observed.

3. Should the distressed tree(s) appear to pose a potential hazard to adjacent real Property, roadway, walkway, bike trail or golf cart paths, the property owner will be requested to rectify the situation, by removing the distressed tree(s) within thirty (30) days from the date of the notification. While it is recommended by professionals that damaged, diseased, dying, or dead tree(s) be removed to prevent the likely spread of disease and it is recognized that removal will contribute to a more desirable “curb appeal” throughout the community, any discovered tree problem on unimproved property that poses no

potential hazard to any adjacent property will not mandate a request for removal.

4. In the event the property owner does not take the requested corrective action within the thirty (30) day period, STMA will utilize its “self-help” provision contained in the Master Declaration (SACMD) and take the necessary action to remove the tree(s) in order to eliminate the potential danger. The STMA will add the cost incurred for the corrective action to the property owner’s assessment account for the recovery of the cost incurred by STMA.

5. Upon request of a property owner, the STMA Landscape Committee may provide a list of tree services that have performed tree removal work within Sea Trail, without any form of recommendation.

6. This policy is to be administered through STMA under the supervision and direction of the STMA Landscape Committee.

j. Upon failure or refusal of a property owner to maintain their property in accordance with the requirements of these RULES, after notice and procedure as provided in IV. D of these RULES, STMA may proceed to contract with any appropriate service or contractor to bring the property in compliance with these RULES and bill the property owner. The costs to STMA for bringing the property into compliance shall be a lien against the property filed in accordance with the SACMD and North Carolina Statutes.

2. **EXTERIOR LIGHTING:** Exterior lighting is encouraged but should not cause an adverse nighttime environment to any surrounding property and must be approved in accordance with the ADS. Security lighting is permitted but should be directed to avoid adversely affecting the neighbors. The Town of Sunset Beach requires that residential security lighting must be controlled and activated by motion sensor devices for outdoor lighting installed after February 1, 2016.

3. **DAMAGED AND REBUILT IMPROVEMENTS:** The residue of any building or improvement wholly or partially destroyed, which is not rebuilt within three months of the event of destruction shall be removed no later than three months from the event of destruction. Any building or improvement to be rebuilt must comply with the ADS. Upon failure or refusal of a property owner to comply with the provisions of this paragraph, after notice and procedure as provided in IV. D. of these RULES, STMA may proceed to contract with any appropriate service or contractor to bring the property in compliance with these RULES and bill the property owner. The costs to STMA for bringing the property into compliance shall be a lien against the property filed in accordance with the SACMD and North Carolina Statutes.

4. **ANTENNAS & TV DISHES:** Installation of an Antenna or TV dish should be done as inconspicuously as possible without interfering with the signal.

5. **SOUND DEVICES:** Except for security alarm devices, any sound device which causes an adverse noise environment to any surrounding property is prohibited.

6. **SIGNS:** All signs shall be legible, neatly painted or printed, and maintained in a clean and attractive condition. Signs of any material are prohibited which are painted on or attached to the following: trees, lampposts, hydrants, traffic signs, telephone or utility poles, rocks, etc.

a. **Temporary Event Signs:** Examples of Temporary Event activities include, but are not limited to, one- or two-day events such as: concerts at the Pink Palace, TGIF special events, STMA Board Meetings, STMA committee (e.g., Health & Safety Resource) speaker presentations. Other examples include Welcome Home, It’s a Boy/Girl, etc. Signage for such events is subject to the following standards:

1. Placement of signs must not interfere with traffic sight lines.
2. One temporary sign not exceeding 2’ x 2’ (4 square feet) on the event property, placed not more than 48 hours before the event; *it must be removed within 24 hours of completion.*
3. No more than two directional Temporary Event signs, each not exceeding 4

square feet, are permitted at strategic locations off the event property (e.g., street intersection), and placed not more than 48 hours before the event.

b. Real Estate Resale signs. Only one sign per property, facing the road, is permitted.

The sign must be in accordance with Architectural Design Standards of the (ADS) (see STMA website [www.seatrailma.com](http://www.seatrailma.com) or contact the STMA Office ([office@seatrailma.com](mailto:office@seatrailma.com))).

c. For YARD/GARAGE SALE Signs, see para III. A. 3. b.

d. One Contractor Sign for short term work (e.g., home repair/renovation, extensive yard work, etc.) not exceeding 2' x 2' may be placed on the day work begins. The sign may remain in place for the duration of the work and must be removed within 24 hours of completion.

7. POLITICAL SIGNS, BANNERS, FLAGS: See Sea Trail Master Declaration Article 11.5(h) and 11.5(r) and North Carolina statute N.C.G.S. § 47F-3-121.

8. FLAGS, FLAGPOLES AND EXTERIOR AMENITIES: See Sea Trail Master Declaration Article 11.5(h) and 11.5(r) and North Carolina statute N.C.G.S. § 47F-3-121.

9. PLAYGROUND EQUIPMENT: Maintenance or installation of child recreational or playground equipment with a significant vertical component, including but not limited to basketball backboards and hoops attached to the home or a tree, jungle gyms, sand boxes, swings and slides must be approved by the ASC. This does not apply to free-standing equipment or portable equipment. Such equipment, when not in use, must remain on or be moved to the homeowner's property.

10. PAINTING AND EXTERIOR ALTERATIONS: A property owner may remodel, repaint or redecorate the interior of the property without ASC approval. The Town of Sunset Beach requirements still need to be met. Repainting the exterior of a structure in accordance with the originally approved color scheme does not require ASC approval. Repainting the exterior in a color scheme different than the originally approved scheme, and all other exterior modifications, additions and remodeling require ASC approval.

11. CONCEALMENT: Fuel tanks or storage tanks maintained or installed on Sea Trail residential property must have EPA approval and must be buried below the surface of the ground or screened in accordance with the ADS; installation and maintenance of HVAC equipment, irrigation equipment, and trash receptacles must be screened or placed to not be visible from any street, recreation area, adjacent home, or golf course property.

12. GARBAGE, TRASH AND RECYCLING DISPOSAL: Property owners shall be responsible for the proper disposal of all garbage, trash, and recyclables. Each property owner shall utilize the garbage receptacles, and, if they elect, the recycling receptacles provided by the Town of Sunset Beach. Garbage and recyclable receptacles and debris bags must be kept out of view\* except when placed at the street for pick up in accordance with the following times: Receptacles will be placed at the street no earlier than 2:00 p.m. the day prior to collection. Following collection, carts must be pulled back to the house and out of view by 6:00 p.m. on the day of collection. Placing of trash and debris in the street, the street right-of-way or on undeveloped property is prohibited, except that yard waste accumulated from undeveloped property may be placed on that property for disposal only by or if authorized by the owner of the property. It is the responsibility of each property owner to maintain a clean orderly condition of the buildings and grounds of their property.

*\*out-of-view is defined in the ADS as: concealed from view from roads, golf courses and adjacent properties.*

13. YARD WASTE PICK-UP AND DISPOSAL: Property owners shall be responsible for the proper preparation for disposal of all yard waste in accordance with the Ordinances of the Town of Sunset Beach. Yard waste containers including debris bags must be kept out of view\* except when placed at the street for pick up in accordance with the following times. All yard debris must be either bagged or bundled and placed at (not *in*) the street no earlier than 2:00 p.m. the day prior to collection., If a reusable container is used, it must be pulled back to the house and out of view\* by 6:00 p.m. on the day of pickup.

Plastic bags are prohibited. Thirty-gallon brown paper lawn and refuse bags will be accepted. Thirty-gallon trash cans may be used. Limbs and bundled debris should weigh no more than 50 pounds. Placing yard waste in the street for disposal is prohibited. Yard waste accumulated from undeveloped property may be placed on that property for disposal only by or if authorized by the owner of the property. Yard waste that was accumulated elsewhere must not be placed on undeveloped property for disposal.

*\*out-of-view is defined in the ADS as: concealed from view from roads, golf courses and adjacent properties.*

14. **IRRIGATION WELLS:** The owners of single-family residential units shall be allowed to install one well unit for the purpose of irrigating the land comprising the unit. Installation or maintenance of a well for the purpose of providing irrigation water benefiting the home site landscape improvements must meet ADS Standards. All wells must have covers. Diversion of water from any lakes, ponds, or lagoons for landscape maintenance or for any other purpose is prohibited.

15. **WATER RUN-OFF.** Neither ASC approval of Sea Trail residential property construction nor issuance of a Certificate of Occupancy by the Town of Sunset Beach will assure that proper lot drainage is provided. Residential property owners are responsible for maintaining their property so that it does not create or add additional offsite discharge of stormwater onto adjacent properties. All residential properties are subject to the storm water rules of the State of North Carolina, Brunswick County, and the Town of Sunset Beach, and the provisions of the SCAMD. SACMD

16. **MAINTAINING RIGHT OF WAY:** Property owners shall maintain the area between their property lines and adjacent paved portion of the street right-of-way. This includes all swales.

17. **USE OF CANOPIES:** Use of a party-type canopy is permitted as long as it can be assembled or disassembled within one 24-hour day, is not in place longer than 5 days, is limited to 15 feet in height and does not exceed 600 square feet, is located in the rear of the property, and does not encroach on any common area, golf course or neighboring property.

#### D. PETS:

1. **GENERAL:** All pets shall be kept and maintained in a manner that does not damage any private or common property nor disturb the peace.

a. Only ordinary domestic pets such as dogs, cats, aquarium fish, decorative pond fish, and birds may be kept or maintained by Sea Trail property owners.

b. Breeding of any type of animal for sale is prohibited.

c. Leash ordinances of the Town of Sunset Beach are applicable throughout Sea Trail development. A person must accompany a dog or cat when it is outside the boundary of the owner's private property; and (1) dogs and cats shall be on a leash and controlled by the person accompanying the pet; (2), the accompanying person shall carry bags or utensils to promptly remove and dispose of pet feces.

d. Any non-electric fencing, dog runs and/or dog houses must be approved by the ASC prior to construction.

e. Except for certified service animals assisting a person using a facility, pets are not permitted within common facility buildings or their exterior property.

2. **PET NUISANCE:** If a property owner, tenant or guest is bothered, disturbed or threatened by a pet within Sea Trail, he/she shall first contact the owner of the pet in an effort to resolve the issue. If this proves unsuccessful, the person should contact the Sunset Beach Animal Control Office to formally register a complaint. In addition, if the pet owner is in violation of any portion of these RULES regarding pets, the person so bothered may file a Rule Violation Report, available on the STMA Website ([www.seatrailma.com](http://www.seatrailma.com)).

## E. RENTAL OF PROPERTY; TENANTS, TRANSIENTS, INVITEES, GUESTS:

1. **TENANT INFORMATION AND RULES ACKNOWLEDGEMENT:** Property owners must provide tenants with a copy of the RULES and execute the Tenants Information Form showing receipt of the RULES to the STMA Office. The Tenants Information Form is available on the STMA Website ([www.seatrailma.com](http://www.seatrailma.com)). A property owner allowing tenants to use their access card shall, prior to occupancy for any period of ninety days or more, ensure that a completed Tenants Information Form is provided to the STMA Office.

### 2. TENANTS, TRANSIENTS, INVITEES, GUESTS: (i.e., all non-property owners)

For the purposes of these RULES, a tenant shall be defined as anyone in possession of a property owner's residential unit in exchange for any sort of consideration for more than thirty days. A transient is an occupant of a residential unit for less than thirty days. An invitee is a person or persons that the property owner or other authorized occupant has invited for business purposes. A guest is a family member or acquaintance invited to the property for a reasonable period of time. *For the remainder of this RULES document, unless a specific class of non-property owner needs to be identified, when the term Guest(s) is used, it shall apply to all classes of non-property owners who are at the Sea Trail development at the request of a property owner.*

a. Guests (*all non-property owners*) are not members of STMA. However, they are subject to the STMA RULES that govern STMA and the use of the common areas and common facilities.

b. Property owners shall be responsible for the actions of their guests while they are at Sea Trail and shall be held responsible for their conduct and any damage to the STMA common areas, facilities and equipment or furnishings of the common STMA facilities, violations of the SACMD, and these RULES caused by any of their guests.

c. Guests shall not be entitled to reserve any of the STMA common facilities.

d. Guests shall not be permitted the use of STMA facilities unless: (1) Accompanied by the property owner; or (2) The property owner completes the Notice of Permission to Use Property Owner's Access Card at least seven days prior to the arrival of the guest of the property owner. The form is available on the STMA Website ([www.seatrailma.com](http://www.seatrailma.com)).

e. In the absence of a completed Notice of Permission to Use Property Owner's Access Card as outlined above, guests will be denied access to STMA facilities unless accompanied by the property owner.

## F. USE OF STMA COMMON FACILITIES:

1. **GENERAL:** The STMA common facilities are established and maintained for the benefit of the residential property owners of Sea Trail. In accordance with paragraph III. E. 2. above, when the term Guest(s) is used in this paragraph F., it shall apply to all non-property owners. Anyone using the STMA common facilities, or any of their components, shall do so at their own risk. The Request Form is available from (1) the STMA Office ([office@seatrailma.com](mailto:office@seatrailma.com)) at [www.seatrailma.com](http://www.seatrailma.com), or (2) the Access Committee. Property Owners should notify their guests that Common Facilities have Video Surveillance. Property Owners are responsible for their guests' actions.

a. The STMA common facilities are as follows:

- (1) The swimming pool and outdoor SPA/HOT TUB at the Maples Activity Center (MAC);
- (2) The Jody Hughes Library at the MAC;
- (3) The meeting room in the MAC;
- (4) The Chapel On The Green;
- (5) The Tennis PickleBall / Courts at the MAC;
- (6) The Barbeque Grills at the MAC;
- (7) The main room of the Pink Palace;
- (8) The swimming pool at the Pink Palace (PP);
- (9) The Sunset Room in the PP;
- (10) The Multipurpose Room in the Creek Side Building;
- (11) The indoor SPA/HOT TUB in the Creek Side Building;
- (12) The Fitness Center in the Creek Side Building;

- (13) The Sauna in the Creek Side Building;
- (14) The Bocce Court at the Creek Side Building;
- (15) The Horseshoe pit at the Creek Side Building;
- (16) The Barbeque Grills at the Creek Side Building;
- (17) The Beach Parking Lot; and
- (18) All kitchens, storage closets, bathrooms and other rooms incidental to the use of the above facilities.

b. STMA common facilities that are available only by reservation include: (To submit a room reservation request, go to the STMA website: [www.seatrailma.com/reserve-a-room/](http://www.seatrailma.com/reserve-a-room/) and complete the form. If you need an event added to the CALENDAR, send an email to [calendar@seatrailma.com](mailto:calendar@seatrailma.com).):

- (1) The meeting room in the MAC;
- (2) The Chapel;
- (3) The Tennis Courts;
- (4) The PickleBall Courts;
- (5) The main room of the Pink Palace;
- (6) The Sunset Room, and
- (7) The Multipurpose Room in the Creek Side Building.

Use of any of these facilities for the conduct of a business or to generate income is prohibited. A group of property owners planning to use the facility for a specific type of activity exclusively for property owners, may bring in an instructor who has a business established outside of Sea Trail; the instructor may be entitled to receive compensation from the individual property owners participating in the activity. Any paid vendor must be approved by management and carry both liability insurance and worker's comp and provide proof of insurance with STMA named as an additional insured. Room reservations may only be made three months or less in advance by individuals or clubs. The cost of repairs for any damages to common areas caused by a group will be charged to the individual who reserved the room for that group.

This paragraph amplifies the STMA Policy For Use of the Pink Palace Large (Main) Room. The large meeting room in the Pink Palace shall be made available upon request by the STMA Board members for quarterly building maintenance, emergency building repairs, meetings requested by the STMA Board, and by property owners for funerals and receptions for funerals, and STMGA, STLGA, and the Lady-Niners for meetings and events. If a small group is scheduled to use the room when such need arises, the event for the small group will be cancelled on that date. For the golf groups, notice will be given to the affected group as soon as golf round times are established by the Sea Trail Golf Club. Private affairs such as weddings, showers and parties are excluded from this policy and will not be required to cancel their event. The members of a group which has had its activity cancelled under this policy may use the reservation procedure established for the STMA website and reserve an available room. It is not the responsibility of the golf groups, other groups, or individuals to notify any group other than their own regarding cancellations.

c. Typical Facility Hours of Operation - subject to seasonal changes

- Beach Parking Lot - 6 am to 10 pm. Access card required. No overnight parking.
- Pool Areas (Pink Palace & MAC) – 6 am to 9 pm. Access card required.  
*Swimming: Dawn to Dusk only.*
- Creek Side Exercise/Fitness Facility – 5 am to 9 pm. Access card required.
- Tennis Courts – 6:30 am to 10 pm. Access card required.
- Jody Hughes Library – 6:00 am to 9:00 pm. Access card required.
- Chapel on the Green – *Unlocked* 7:00 am to 5:00 pm.  
Access card required: 6:00 - 7:00 am & 5:00 - 7:00 pm.
- Pink Palace Complex – By reservation only. Access card required.
- Maples Activity Center – By reservation only. Access card required.
- Creekside/Multi-Purpose Room – By reservation only. Access card required.

## 2 ACCESS AND USE OF FACILITIES:

There are approximately 50 Sea Trail clubs, groups and committees that meet regularly throughout the year at the Pink Palace, MAC, and Creekside rooms.

Within this document and Sea Trail, the only groups, clubs and committees that are established, recognized and approved by the STMA are being addressed.

There are approximately 5 – 7 individual, private, recurring groups in Sea Trail...private meaning by invitation only.

STMA has adopted the policy that individual private, recurring groups can only reserve space 3 months at a time, with the knowledge and understanding that they can be asked to cancel their groups for other established, recognized and approved groups (see above) who need to reserve that space at that same time. Such a group can then reserve for three more months only toward the end of the previous three month reservation.

Non-residents cannot participate in a group, club or activity that pays an instructor for services rendered. ALL paid instructors must be vetted through CAMS and provide a Certificate of Insurance in order to execute their services to residents only.

PLEASE NOTE THAT ALL CLUBS, GROUPS, ETC. ARE FOR RESIDENTS AND HOMEOWNERS OF SEA TRAIL ONLY.

ALL private (invitation only) party reservations require a \$200.00 deposit prior to the event along with a signed reservation checklist and procedures. The deposit will be refunded as long as the facility returns to the original state of cleanliness and organization as stated in the signed reservation checklist... If not, the deposit is forfeited to cover any expenses or damages.

THE LIST OF CLUBS, ETC. THAT ARE ESTABLISHED, RECOGNIZED AND APPROVED BY THE SEA TRAIL MASTER ASSOCIATION ARE AS FOLLOWS:

**MASTER ASSOCIATION BUSINESS AND DECLARANT MEETINGS  
SUPERCEDE ALL OTHER GROUPS**

STLGA  
STMGA  
STLN  
GARDEN CLUB  
CELEBRATION OF LIFE  
WEDDINGS, ENGAGEMENTS ETC  
TGIF AND SOCIAL EVENTS (RESIDENTS ONLY)  
18 HOLE COUPLES  
NEIGHBORHOOD GOLF OPENS (i.e.. RICE MILL OPEN, ETC.)

**RECOGNIZED GROUPS**

Bridge  
Craft Club  
Mah Jongg  
Dominoes – Mexican train  
Book Club  
Bible Study  
Line dancing  
Euchre  
Pinochle  
Polka  
Hand and Foot

Cancer Support  
Fishing  
Photography  
Songbird rehearsals  
Exercise classes with outside instructors  
Exercise classes with resident instructors

INDIVIDUAL PRIVATE GROUPS ARE golf groups that are invitation only.

### 3. ACCESS CARDS:

A maximum of two individuals per residential property as identified in Section II. PROPERTY OWNERS, A. STMA MEMBERS on page 2 above in good standing are entitled to a Property Owner's Access Card in their name at no cost which will provide them with electronic access to all STMA common facilities as provided in these RULES. Individuals or entities with multiple properties or properties with more than two individuals who meet the foregoing definition will be authorized only two (2) Access Cards, per property. Individuals applying for an access card shall complete and sign a "Property Owner's New Access Card Request Form" which is available on the STMA Website ([www.seatrailma.com](http://www.seatrailma.com)) acknowledging the receipt of said cards and recognition of the rules for card usage. These cards will be issued during normal business hours for STMA by calling 910-579-5374 for an appointment. Individuals who have been issued access cards and no longer meet the requirements of II.A. will have their access cards deactivated immediately upon change of status. If the individual continues to meet the requirements for issuance of an access card, with regard to another property, access will be retained at their currently defined level.

The Access cards will permit standard access to all STMA common facilities set forth in F. 1. a, above, including the MAC & Pink Palace pool gates, Spa/Hot Tubs, Sauna, and Library - 6:00 AM to 9:00 PM; Tennis courts from 6:30 AM to 10:00 PM; Creek Side Building, Fitness Center from 5:00 AM to 9:00 PM; Beach Parking Lot from 6:00 AM to 10:00 PM daily. Times for events at the MAC, Pink Palace, Creek Side Building Multipurpose Room, and Sunset Room identified in F.1.b above must be reserved through the STMA website. The Chapel is unlocked between 7:00 AM and 5:00 PM (access cards are required from 6:00 AM to 7:00 AM and 5:00 PM to 7:00 PM). The Chapel may be reserved by submitting (30 days in advance) the *Request A Room or Chapel on the Green Reservation* available on the STMA website ([www.seatrailma.com](http://www.seatrailma.com)) under *Calendar*. Request for a *Brick Memorial Service* is also on this form.

a. Lost or stolen access cards must be reported to STMA immediately. A replacement card will be issued at a cost of \$25 check payable to STMA. Credit cards will not be accepted.

The replacement card will be issued during normal business hours for STMA by telephoning 910-579-5374 or after normal business hours and on weekends by the designated non-business hours STMA representative by telephoning 910-575-8284. The lost or stolen card will be de-activated, and the new card activated at the lost or stolen card's previously defined access level. If a card is deemed inoperable, the card will be replaced at no charge. The inoperable card will be de-activated, and the new card activated at the inoperable card's previously defined access level.

b. Temporary cards may be issued when a visiting access card holder fails or neglects to bring the card during their visit or to a visiting guest of the card holder, with confirmed authorization from the card holder in accordance with the procedure set forth in paragraph F. 3. a. – j. below.

c. If any amount due to STMA is delinquent in excess of thirty days, all access cards issued with regard to the property in delinquency shall be deactivated and shall only be re-activated upon satisfaction of any charges due STMA.

### 4. GENERAL GUIDELINES FOR TEMPORARY CARDS:

a. A temporary card may be obtained by telephoning 910-575-8284 and the designated Access Committee member will issue the card.

b. A member of the Access Committee will schedule an appointment and meet you at an agreed-upon location for card pick-up.

c. A \$25 refundable deposit is required for all temporary cards.

- d. Duration of a temporary card will not exceed 30 days.
- e. Only one temporary card will be issued at a time, with a maximum of 3 temporary cards for the calendar year.
- f. Deposit refunds will be granted only when the temporary card is returned in working order within seven days of the predetermined time for surrender of the temporary card.
- g. Photo ID of the person requesting the card is required.
- h. Access card holders acknowledge that he/she and or guest(s) are utilizing the facilities at their own risk and peril and agree to assume responsibility for the rules compliance, action of their guest(s), and any damage incurred while using the facilities.
- i. An access card holder requesting a temporary access card shall complete the information required on the Temporary Access Card Application Form available on the STMA Website ([www.seatrailma.com](http://www.seatrailma.com)).
- j. Temporary cards will not be issued to card holders or guests that have not picked up their permanent cards.

#### 5. GENERAL RULES FOR STMA COMMON FACILITIES:

- a. Smoking, including vaping (e-cigarettes) or use of chewing tobacco at any STMA facility including the pool areas, tennis courts and balconies is prohibited.
- b. Except for service animals, pets are prohibited everywhere in the common facilities.
- c. Any games, sports, or other activities conducted in any of the common facilities, which are deemed to be, in the sole discretion of STMA or its authorized representative, detrimental to the health, safety, or the enjoyment of the participants or others using the common facilities are prohibited.
- d. The use of glass or breakable containers on or in any STMA common facility, other than the meeting/party rooms of the Pink Palace/MAC and the Creek Side Building Multipurpose Room, is prohibited.
- e. Indoor and outdoor showers are provided for use prior to and after utilization of the pools, SPA/HOT TUBS, and Sauna. Use of these showers to rinse off beach sand is prohibited.
- f. The Outside gates at the Pink Palace and the MAC swimming areas shall remain locked except when opened temporarily for entry or exit. Propping open or holding open of any gates or doors to any facility is prohibited and will trigger a silent alarm. Property owners who enter or exit a facility should ensure that anyone who passes through the gate or door opened by the property owner is authorized, i.e., they have their own access card.
- g. Care shall be taken to protect the landscaping in the landscaped areas.
- h. All individuals using STMA common facilities are urged to cooperate in keeping the areas clean. Disposal of paper goods, garbage, trash or recyclables in any place, other than the designated containers, is prohibited. After use of the cooking grills, they should be turned off and permitted to cool. The cooking grates shall then be cleaned, and the grills closed and covered.
- i. Bulletin boards are provided in the Pink Palace, Creek Side Building and the MAC for the sole purpose of posting information of interest to property owners. Posting or circulation of commercial advertisements in the Pink Palace, Creek Side Building and the MAC is prohibited.
- j. The responsible consumption of alcoholic beverages by those of legal age is permitted. The statutes and Regulations of the State of North Carolina dealing with alcohol, smoking, use of controlled dangerous substances and illegal drugs are applicable and any conduct which would constitute a violation of those statutes and regulations is prohibited.
- k. Any damage to furnishings and/or equipment shall be reported immediately to the STMA Office.
- l. Ice in the icemakers are for premises use only. Filling personal coolers is prohibited.
- m. In case of an emergency, call 911 for assistance. Telephones are located in all facilities. Automatic Electronic Defibrillators (AEDs) are located in the Creek Side Building Fitness Room; two in the Pink Palace Building: in the kitchen area, and between the Sunset Room and Sea Horse Room; and outside the Jody Hughes Library in the MAC close to the pool restrooms.
- n. Commercial solicitation and/or sales are prohibited in all of the common facilities.
- o. Skateboarding is prohibited at all common facilities.

6. **FITNESS CENTER:** The Fitness Center is to be used at the residents' own risk. Anyone using the Fitness Center is responsible for his/her own safety. There is no attendant on duty. STMA is not responsible for any injuries. Persons using the Fitness Center shall be subject to the following rules, regulations, policies and procedures:

- a. All equipment is on a first come, first served basis. Equipment may not be reserved.
- b. Proper attire must be worn while using the exercise equipment. Shirts and proper athletic footwear are required. Wet swimwear and open-toed shoes are prohibited.
- c. Instructions posted on or in proximity to each piece of equipment must be followed.
- d. Contact surfaces (anything you touch) on or near equipment shall be wet wiped after use, with supplies provided.
- e. Use of cardio equipment is restricted to thirty (30) minutes when others are waiting.
- f. Eating in the Fitness Center is prohibited.
- g. Individuals using the Fitness Center shall be considerate and respectful of other users. The volume of the television, radio, and any personal listening device shall be kept at a level not to interfere with the peaceful enjoyment of others. Talking on cell phones is prohibited inside the gym facility.
- h. Misuse of equipment shall result in possible rules violations and fines.
- i. All hand weights, mats and balls are to be returned to their respective places when through with them.
- j. No equipment is to be removed from the Fitness Center.
- k. When departing the Fitness Center, all fans, lights and the television shall be turned off, provided no others are currently using the room.

## 7. SWIMMING POOLS, MAC OUTDOOR SPA/HOT TUB, AND CREEK SIDE BUILDING

### INDOOR SPA/HOT TUB AND SAUNA:

Persons using the pools, Creek Side Building indoor and outdoor SPA/Hot Tub, and Sauna, and MAC SPA/Hot Tub shall be subject to the following rules, regulations, policies and procedures:

- a. Showers are required prior to entering the pools, SPAs/Hot Tubs, and Sauna. During cold weather, outdoor showers will be shut off; however, showers are accessible in the Pink Palace building.
- b. Use of any of these facilities under the influence of alcohol, illegal drug/ substances, or prescription medication which may impair normal activities is prohibited.
- c. Spitting or nose blowing in the pools, SPAs/Hot Tubs and/or Sauna is prohibited.
- d. Due to the risks of nausea, dizziness, and fainting, for the safety of individual users, the SPAs/Hot Tubs and Sauna should not be used alone. A reasonable time of use (10-15 minutes) should be observed. Caution including consulting a doctor should be used by persons with medical conditions that may be adversely affected by the high temperatures in these facilities. Pregnant women and people with high/low blood pressure may be exceptionally vulnerable to the high temperatures in the SPAs/Hot Tubs or Sauna.
- e. Possession or consumption of food or beverages in any SPA/Hot Tub, Sauna, pools or within three (3) feet of the pools is prohibited.
- f. Use of any of the facilities discussed in this section by persons with any condition or disease transmittable via water is prohibited, this includes eye, ear and nasal infections.
- g. Use in the pools of large flotation devices (floats or rafts), snorkeling or scuba equipment, other than a mask, is prohibited. The use of small floats, toys, balls, or other similar objects is permitted; however, use of such objects must not interfere with the peaceful enjoyment of others. Toys are not permitted in the SPA/Hot Tubs.
- h. Noisy or hazardous activity, running, rough play, and excessive splashing are prohibited.
- i. The volume of audio equipment shall be kept at a low level at all times so as to not interfere with the peaceful enjoyment of others.
- j. Use or possession of glass or breakable objects in the pool areas, SPAs/Hot Tubs, and/or Sauna areas is prohibited; broken glass in a pool will require draining and cleaning, the cost of which will be charged to the property owner(s) responsible.
- k. Diving is prohibited.

l. As a courtesy to others, reserving lounges, chairs and/or tables is prohibited. Umbrellas shall be kept closed when not in use and closed and tied when departing the pool area.

m. Appropriate attire should be worn at all times. Any incontinent persons are required to wear an appropriate swim product. Any product used for an incontinent swimmer must be changed in the restroom. For health reasons, swimming pools must be closed for up to 24 hours after someone accidentally defecates in the pool, while the pool is shocked with chemicals. The responsible property owner(s) will be charged for the chemicals needed to clean the pool.

n. Swimming in the pools during inclement weather conditions is not recommended. No safety procedures or storm systems are being utilized to protect individuals from lightning strikes or other dangerous weather conditions. Responding to changing weather patterns is the responsibility of the users.

o. Restroom facilities with outside access are provided at the Pink Palace/MAC. Creek Side Building restrooms and inside restrooms at the MAC are not to be used by those using the pools.

p. Wet swimming attire, wet towels, wet footwear, or golf shoes other than spikeless shoes, are prohibited in the Pink Palace/MAC meeting facilities, Fitness Center, Creek Side Building Multipurpose Room or Creek Side Building bathrooms.

q. Feeding of alligators, turtles and other wildlife from the MAC pool deck is prohibited.

r. Fishing from the MAC swimming pool deck is prohibited.

s. All of the facilities included in this section require proper maintenance and are subject to closing. Use of a closed facility is prohibited.

t. Proper operation of the indoor SPA requires that the doors of the Spa shall always remain closed except to permit entry and exit. The windows to the Spa must remain open.

u. Pool Monitors are direct representatives of the STMA. Instructions from the Pool Monitors shall be obeyed. Failure to do so may result in removal from the facility and suspension of the Property Owner's Access Card privileges.

v. Smoking, including vaping (e-cigarettes) or use of chewing tobacco at any STMA pool area is prohibited.

w. A responsible adult must be present with persons of any age unable to demonstrate swimming proficiency at Red Cross Level 4 or similar certification.

8. **TENNIS/PICKLEBALL COURTS:** The tennis/Pickleball courts are open from 6:30 AM - 10:00 PM. *Use of the courts requires at least one property owner in attendance.* The use of the courts shall be subject to the following rules and procedures:

a. Sea Trail Tennis Association (STTA), an organization sanctioned by STMA, is open to all property owners and establishes, sets aside, and publishes blocks of time on the tennis courts for group doubles play for the STTA on a regular basis. The established group times are posted in the information box near the entrance to the courts and are listed in the tennis calendar in the STMA Website. Any individual wishing to join an established group should contact the group Contact for the particular time as posted.

b. One tennis court has been lined for playing Pickleball as well as tennis. The use of that court is reserved for Pickleball play as posted in the information box at the court.

c. Other than through the STTA, individuals may not reserve the tennis courts.

d. At least two players must be present to occupy a court.

e. Court time shall be limited to one hour for singles play and two hours for doubles play if other players are waiting.

f. All players must be appropriately attired in garments and footwear suitable for the courts. Street shoes and black soled athletic shoes are prohibited. Shirts are required.

g. Good sportsmanship and proper tennis/Pickleball etiquette shall be observed at all times. Excessive noise, racquet throwing, or profanity is prohibited. Players are expected to dispose of empty ball cans, tops and drink containers in the waste receptacle near the court.

h. Roller blades, skates, skateboards, bicycles or anything with wheels are prohibited on the court.

i. All courts are subject to closing without notice for maintenance, repairs or other reasons. Play on closed courts is prohibited.

j. Use of the tennis/Pickleball courts during a scheduled "Brick Laying Ceremony" conducted at the Chapel is prohibited.

k. Playing tennis or Pickleball during inclement weather is not recommended. No safety procedures or storm systems are being utilized to protect individuals from lightning strikes or other dangerous conditions

l. Broken tie downs, nets, chairs or court surface should be reported to the STMA office.

m. The court lights are controlled by a timer attached to the rear fence on the left of the entry. The lights take approximately 7 minutes to warm up and can be set from 30 to 120 minutes. If the courts are vacated prior to the expiration of the time set for operation of the lights, players shall return the timer to zero allowing the lights to shut down prior to the players departing the area.

n. Court Maintenance equipment consisting of, but not limited to, squeegees, rollers, brooms and a blower and windscreen ties are stored outside the courts in a small building and are for use by members of the STTA or by others only under the supervision of a Tennis Association member. Any damage to the building should be reported to the STMA office.

o. Equipment and ball machines purchased by individuals and stored in the MAC are private property exclusive to the owners and not available for general use.

p. Used tennis balls shall be discarded in the barrel marked "Used Balls" located just inside the gate.

q. All rules for the use of the tennis/Pickleball courts are subject to change at any time. Changes will be posted in a timely manner on the STMA website and in the information box at the court.

#### 9. BEACH PARKING LOT:

Beach parking is for residents only. A card may not be used by multiple cars to gain entry. The beach parking access is monitored, and multiple swipes of the same card will be investigated. Misuse of the beach parking lot may lead to an owner's loss of amenity access for a period of 30 days.

## STMA RULES VIOLATION POLICY

### IV. STMA RULES ENFORCEMENT POLICIES AND PROCEDURES

A. **PURPOSE:** The following policies and procedures are established for the purpose of defining the process by which the STMA RULES shall be enforced. These have been approved by the Board of Directors in accordance with the SACMD.

B. **SCOPE:** These policies and procedures are applicable to all property owners, their tenants, tenant's guests, transients, invitees, and any guests of the property owner and shall be enforced in a consistent and impartial manner. Each property owner is responsible for the conduct of the owner's family members, tenants, tenant's guests, transients, invitees, and any guests of the property owner.

C. **PROCESS:**

1. **VIOLATION:** A violation is defined as an act in conflict with the SACMD or these STMA RULES.

2. **PROCESS:** Any alleged violation of the SACMD or these STMA RULES shall be processed in accordance with the procedures set forth in the next section.

D. **ENFORCEMENT PROCEDURES:**

1. **INFORMAL.** Unless an alleged violation needs immediate attention due to personal or property peril, all allegations of violations of these RULES shall be submitted in writing to the STMA Office on the Rule Violation Report available on the STMA website, [www.seatrailma.com](http://www.seatrailma.com). The submission must be made in writing.

2. **NOTIFICATION.** Upon receipt of a written complaint of violation, the Committee Chair will forward the violation to the appropriate Committee member that oversees the area in which the violation is located. The Rules Committee member will verify that the violation is accurate and reach out to the property owner and attempt to resolve the issue informally in an amicable manner, by a courtesy telephone call or email as outlined under the Enforcement Policies and Procedures section of the STMA Rules. The Committee will advise the CAMS Management team of its findings and what actions are being taken. The Rules Committee Chair will copy the CAMS Assistant Community Manager on all correspondence to the Property Owner and maintain records of all communication with the property owner. The Rules Committee and CAMS Management Team will determine the severity of the alleged violation, and depending on the severity of the alleged violation, the process may be handled through the formal notification procedure with a First Notification of Rule Violation letter sent to the owner of the subject property.

3. **CHANGE TO FORMAL.** During the first ten (10) days after receiving the violation, the Committee member will monitor the status of the violation. If after 10 days the Committee member has not made any progress in resolving the issue, the Committee Chair will notify CAMS Management Team and request that CAMS send out the first formal written 10-day warning notice. CAMS will then generate a violation letter to be sent to the homeowner and will take over responsibility for sending out any additional notices required and follow up with the Committee to ensure that the violation is corrected. All violation enforcement actions taken by CAMS will be documented in writing through the Owner's account in the CAMS portal.

4. **FORMAL PROCEDURE:**

a. All RULES Violations Reports will be logged in by the STMA Office.

b. Upon receipt of an alleged violation determined to be of a serious nature such as to substantially impact other Property Owner's use of the premises, or failure of a property owner to correct the allegations informally, CAMS Management Team shall issue a First Notification of Rule Violation letter identifying the following:

- (1) The date of the violation;
- (2) The rule which is alleged to have been violated; and
- (3) A demand to cure the violation.

For violations not involving the use of common facilities, or violations requiring immediate attention, delivery of the First Notification shall be made by email, if an email address is on file with STMA, regular and electronic certified mail. Notice shall be deemed complete upon confirmation of the sending of email, the posting in the United States Postal Service of the notice electronic certified mail, and regular mail to the address currently listed in the records of STMA for the owner of the subject property or the card holder.

- c. The property owner shall have ten days from the date of the First Notification of Rule Violation Letter to correct the alleged violation. Failure to cure the alleged violation within those ten days shall result in a Second Notification of Rule Violation sent in a similar fashion as the First Notification.
- d. The Second Notification of Rule Violation shall include a summary of the STMA's hearing and appeal process, as set forth in these RULES.
- e. If a property owner shall fail or refuse to perform his or her responsibilities of property/card ownership as stipulated in the SACMD and these RULES, STMA may, but is not required to, perform such responsibilities including removal of any vehicles or other property violations and assess all costs incurred by STMA against the Unit and the property owner in accordance with STMA adopted collection policies. STMA shall afford the property owner reasonable notice and an opportunity to cure the violation prior to entry on the property, except as such situation requires an immediate action as may be reasonably determined by STMA.
- f. STMA in its sole discretion, by the affirmative vote of a majority of the members of the Board of Directors, and following fifteen days written notice to the property owner, may enter upon and make or cause to be made repairs to any improvements located on a property owner's/card holder's property, such as, but not limited to removal of trash, cutting of grass, maintaining mulched areas, pruning of shrubbery, weeding and items of erosion control and such maintenance on any improvements located on the property as the Board in its sole discretion deems necessary to maintain the proper condition of the premises and the neighborhood. The STMA Board may assess the property owner for compensation relating to such maintenance.
- g. If multiple rules have been violated in a single incident, or if the condition persists more than ten days after the delivery date of the First Notification of Rule Violation Letter, each rule and each day shall be considered a separate violation.
5. FIRST NOTIFICATION OF RULE VIOLATION: Should the alleged violation not be cured within ten days following the delivery of the First Notification of RULES Violation, no fine shall be imposed on the property or the property owner or billed to the property's assessment account. A Second Notification of Rule Violation letter will be delivered to the property owner advising that the property owner may be subject to the imposition of fines the suspension of use privileges of the STMA common facilities, and deactivation of the Property Owner's access card(s).
6. SECOND NOTIFICATION OF RULE VIOLATION: Upon delivery of a Second Notification of Rule Violation letter and/or email, the property owner shall be given notice of a hearing date before the RULES Committee. The hearing notice shall be mailed, or hand delivered, at least five days before the hearing date. At the hearing, the property owner shall have an opportunity to present evidence to the RULES Committee as to why there has been no violation, or circumstances in mitigation of the violation.
7. FINES AND HEARING PROCESS: Property Owners shall be notified of a RULES Committee decision and the amount of the fine, if imposed, within fifteen days of that decision. The property owner shall be given five days after the notification to correct the violation. If, after five days, the violation is not corrected, the property owner shall be subject to a fine of up to \$100 per day for so long as the violation continues to exist without further hearings on the part of the RULES Committee.
8. HEARING TIMING: The property owner shall have fifteen days following delivery of the RULES Committee decision to request a hearing before the STMA Board of Directors.
9. FINE TIMING: Any fine imposed against a property owner shall be paid within thirty days. Failure to remit timely payment shall subject the fine to STMA's adopted collection policy.
10. SERIOUS AND PERSISTENT RULES VIOLATIONS: If a serious or persistent violation of the RULES occurs, the RULES Committee may take additional action by increasing a previously imposed fine at a rate of \$100.00 per day for each day the violation continues to exist, and/or deactivation of the property owner's access card(s). In the event of a deactivation of the Property Owner's access card(s) the property owner shall be required to pay a \$25 fee for re-activation, provided all violations have been corrected.
11. CONSIDERATIONS IN ADMINISTERING THE VIOLATIONS PROCEDURE:
- a. Safety Violations: For any violations that involve or may involve endangerment or safety of any person or property, STMA may immediately take any necessary and appropriate action.
- b. Common Property Damage Violations: A property owner involved in or connected with any damage to the common areas, or their contents shall be held responsible for reimbursement to STMA for the cost of repairs and/or replacement.
12. MEDIATION: North Carolina statutes have established a Voluntary Pre-litigation Mediation program for disputes between property owners and homeowners' associations. Prior to filing a legal action

involving a dispute under Chapter 47C of the General Statutes of North Carolina (North Carolina Planned Community Act) or the association's declaration, bylaws or RULES, either STMA, as a homeowners' association, or a property owner who has received notice from STMA of a matter relating to real estate about which STMA and the property owner cannot agree (other than failure to timely pay a STMA assessment or any fines or fees associated with the leveling or collection of a STMA assessment) may contact the North Carolina Dispute Resolution Commission or the Mediation Network of North Carolina for the name of a mediator or community mediation center to mediate any dispute between STMA and a property owner. Either party may decline mediation.