



Property Owners' Association

Rules, Regulations, Policies, Procedures & Forms Handbook

GENERAL RULES THE GRANDE MANOR HOUSE BOAT, TRAILER & RV STORAGE

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18th Revision Approved & Adopted by the Executive Board 5-17-18

IMPORTANT AREA NUMBERS

EMERGENCY

Ambulance, Fire & Police	911
SeaScape Main Entrance Gatehouse	846-3091
Tri Beach Fire Dept. (Non-Emergency)	842-2333
Brunswick Community Hospital	755-8121
Dosher Memorial Hospital	457-5271
Brunswick County Sheriff	253-2777

LOCAL & COUNTY SERVICES

Animal Control	754-8204
Brunswick Community College	754-6900
Odell Williamson Auditorium	755-3133
Voter Registration/Board of Elections	253-2620
Shallotte Library	754-6587
Bolivia Library	457-6237
DMV Office (Shallotte)	754-5114
Supply Post Office	754-4050

MANAGEMENT OFFICE

Property Owner Liaison	910-287-5656
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NEWSPAPERS

Brunswick Beacon	754-6890
Wilmington Star News	755-2400
	800-222-2385
The Sun News (Myrtle Beach)	800-568-1800

SCHOOLS

Virginia Williamson Elem.	754-8660
Shallotte Middle School	754-6882
West Brunswick High School	754-4338
Cedar Grove Middle School	846-3400

UTILITIES

Cable TV - Atlantic Telephone	754-4311
Brunswick Electric	754-4391
Waste Industries	754-2979
Atlantic Telephone	754-4311
Power Outage	800-862-5309

RULES & REGULATIONS, POLICIES & PROCEDURES HANDBOOK

TABLE OF CONTENTS

RULES AND REGULATIONS	PAGE
Preface	5
Rules and Regulations for SeaScape Plantation	5
Property Owners	5
Violations of Rules and Regulations	6
Rules Enforcement	6
Disclaimer	6
COMMUNITY SAFETY AND SECURITY	
Guest/Visitor Main Entrance Gate Access Procedure	6
Guest Pass Requirements and Procedure	6
Vehicle Use and Parking	7
Property Owners' Vehicles	7
Trailers and RVs	7
Golf Carts	7
Firearms, Hunting and Fireworks	
Hunting	7
Firearms	7
Fireworks	8
PROPERTY USE, MAINTENANCE AND APPEARANCE	
Property Use	8
Residential Use	8
Detached Structures	8
Restricted Activities	8
Irrigation Wells	8
Storm Water Run-Off Rules	8
Pond Amenities	8
Property Maintenance	
Landscaping	9
Burning	9
Damage Removal	9
Storm Protection and Damage	9
Painting and Exterior Alterations	9
Tree Removal	9
Property Appearance	
Garbage and Trash Removal	10
Antennas and TV Dishes	10
Outdoor Clothes Drying	10
Playground Equipment	10
Decorative Objects, Displays and Signage	
Decorative Objects	10
Flags	10
Signs	11
Lighting	
Exterior Lighting	11
Holiday Lighting	11
Patriotic Holidays	11

	PAGE
Concealment, Screening and Fencing	
Fencing	11
Concealment and Screening	11
Garden Waste Site	12
Quiet Enjoyment	12
Fishing	12
PETS	
Pet Owners' Responsibility	12
Pet Clean-Up	12
County Leash Laws	13
TENANTS	
Lease Term	13
Property Owners' Responsibility	13
Facility Access for Tenants	13
SEASCAPE COMMON FACILITIES	
Grande Manor House Rules	
Hours of Operation	13
Guests	13
General Rules	13
Exercise & Fitness Center	14
Pools, Hot Tubs & Sauna	15
Facility Registration	16
Facility Cleaning	16
Dock House	16
SEASCAPE BOAT, TRAILER AND RV STORAGE AREA	
Storage Limitations	17
Registration	17
Owners' Responsibility	17
SEASCAPE BOAT & TRAILER SHORT TERM STORAGE AREA	
Storage Limitations	17
RULES ENFORCEMENT POLICY	
Purpose	17
Scope	17
Process	17
Discovery of Violation	17
Enforcement Procedures	17
First Rule Violation	18
Second and Subsequent Rule Violation	18
Appeals	18
Considerations	
Safety Violations	19
Property Damage Violations	19
FORMS	
Rules Enforcement Committee Hearing Procedures	20
Rule Violation Report	21
Tenants Information Sheet	22
Tree Removal Form	23
Community-Wide Standard	24
RULES REVISIONS LISTING	25

RULES AND REGULATIONS

Preface

The Rules and Regulations Handbook was compiled by the SeaScape at Holden Plantation Property Owners Association (“SPOA”) for the purpose of providing the Property Owners with an easy to understand document. The rules and regulations contained are intended to serve as guidelines that will enhance everyone’s quality of life and the SeaScape Community experience.

The basis of the Rules and Regulations and the authority for enforcement are contained in the “Master Declaration of Covenants, Conditions, Restrictions and Easements” (CC&Rs), the “Declaration of Protective Covenants and Easements”, the “Bylaws” and the “Architectural Design Standards and Guidelines” for SeaScape at Holden Plantation. These limitations, restrictions, covenants and conditions are binding on all parties having acquired any right, title or interest in property within SeaScape at Holden Plantation. Owners are encouraged to read these documents as they set forth, in complete and detailed form, the rights, duties, and obligations of each Property Owner and are the official governing documents, which cover these rights.

RULES AND REGULATIONS FOR SEASCAPE AT HOLDEN PLANTATION

Observing the provisions contained within this booklet is the responsibility of every owner, whether a resident or a nonresident, tenant and/or guest. We encourage you to read them carefully and be sure your family and guests understand them fully. If you are an owner and are leasing your unit, you must provide a copy of this handbook to your tenants and ensure they fully understand all Rules and Regulations contained therein. Ignorance or unfamiliarity of these Rules and Regulations is not an acceptable reason for noncompliance. If you do not have copies of the above mentioned documents, they are available from the SPOA. Please send your request in writing to the following address or contact the Property Owners Liaison (“POL”) Office at 910-287-5656, or e-mail the POL through www.seascapepoa.org. You will be responsible for the printing and mailing costs.

SeaScape Property Owner’s Association
Post Office Box 6894
Ocean Isle Beach, NC 28469

The SeaScape at Holden Plantation Property Owners Association falls under the jurisdiction of Brunswick County, North Carolina and all ordinances and codes apply.

Property Owners

Property owners named in the recorded deed automatically become members of SPOA. Relatives whose names do not appear on the deed are neither Property Owners nor are they considered members for the purpose of these Rules & Regulations.

Mailing addresses and contact numbers of the Property Owners must be filed with the SPOA, through the POL office, within ten (10) days of recording the Title Deed, so that official notices can be mailed to the Property Owner and contact can be made in case of emergency. It is the responsibility of each Property Owner to notify the SPOA, by contacting the POL office, of any change in their mailing address, contact numbers or residency status (i.e. renting their property).

Violation of Rules and Regulations

It is the obligation and duty of each Property Owner to report observed violations either by calling the Property Owner Liaison’s Office at (910) 287-5656, e-mailing the POL through

www.seascapepoa.org or writing to the SPOA, P.O. Box 6894, Ocean Isle Beach, NC 29469. Each property owner is responsible for the conduct of and any violations by such owner's family members, guests, agents, contractors and tenants, and for the family members, guests, agents and contractors of any tenant.

Should a violation be observed, the SPOA office has been instructed to do any or all of the following:

- Obtain the name & address of the violators and report the violation to the Executive Board.
- In the case of children, every reasonable and responsible effort should be made to contact the parents, guardians, or host immediately, prior to taking further action.
- Call upon a law enforcement agency for assistance, if necessary.

Rules Enforcement

SPOA's Rules Enforcement Policy adopted by the Executive Board defines the process by which the Rules and Regulations are to be enforced. Any property owner, resident, guest or tenant violating these Rules and Regulations may be subject to corrective action in accordance with the "Rules Enforcement Policy" contained in this handbook.

Disclaimer

The material in this handbook is not intended to be a substitute for the stipulations contained in the documents cited in the "Preface". Please seek professional advice regarding your obligations and rights of Property Ownership in this common interest community. The laws and their interpretation governing common interest communities are constantly changing. This, in tandem with changes and additions in our community, will dictate modifications, additions and deletions to these Rules and Regulations from time to time.

COMMUNITY SAFETY AND SECURITY

An important priority of SeaScape's Property Owners is the maintenance of safety and security measures that will assure a safe environment for the entire community. These Rules and Regulations, adopted by the SeaScape Property Owners Association, are intended to protect rights and interests of all SeaScape residents. Safety and security encompasses every aspect of community life, including community access, vehicular conduct and use of common facilities.

Guest/Visitor Main Entrance Gate Access Procedure

The "*SeaScape Main Entrance Gate Policy & Procedures Handbook*" outlines SPOA's entry and access procedures for residents, guests and service providers. Please refer to this Handbook for the approved entry procedures and instructions. This handbook is available for viewing and/or downloading on SeaScape's web site, www.seascapeatholdenplantation.com

Guest Pass Requirements and Procedures

All vehicles must be properly identified by one of the following: a SeaScape Property Owner's decal, a current year SeaScape Visitor's Pass or a Temporary Parking Pass.

- Guest vehicles must display the current year's Visitor's Pass on the vehicle dash if the vehicle will be in SeaScape for more than 24 hours.
- All vehicles without a SeaScape Property Owner's decal or a Temporary Parking Pass must display the current year's Visitor's Pass whenever using any of the SeaScape amenities (including the Beach House, Dock House and adjacent parking and the Grand Manor House and Pool), regardless of the length of time the vehicle is in SeaScape.

- NOTE: The Visitor's Pass is valid for no more than 7 consecutive days and must be displayed with all information visible on the vehicle dash. The Visitor's Pass is available for download from the SeaScape POA website.
- Guest vehicles that will be in SeaScape for more than 7 days must display the Temporary Parking Permit on the driver's side front window.
 - NOTE: The Temporary Parking Permit is valid for a maximum of 90 days and may be renewed. Temporary Parking Permits may currently be obtained from any member of the Access & Safety Committee

VEHICLE USE AND PARKING

Property Owners' Vehicles: All property owners' vehicles must have and display a property owners' decal on the driver's side front windshield and be registered with the proper SeaScape authority.

All automobiles, trucks, motorcycles and scooters must be licensed and shall be driven in a safe and reasonable manner, driven only on designated roadways and observe all posted traffic signs. Only licensed drivers shall operate the above stated vehicles on SeaScape Plantation property.

No boat, trailer, recreation vehicle or commercial vehicle, storage unit, etc. can be parked or placed, for more than 72 hours on any home site, except in a garage with the doors fully closed.

All property owners' vehicles shall be parked only in garages, driveways or designated community parking or storage areas. On-street parking is only permitted during a SeaScape property owner or community event.

No unlicensed, junked, wrecked or stripped vehicles of any kind are allowed on any SeaScape property, street or right-of-way.

There shall be no ATVs of any kind (e.g. 3 or 4 wheelers, dirt bikes) allowed on any SeaScape property, street or right-of-way.

Trailers and RVs: All boat and utility trailers, RVs, mobile homes, campers, etc., must be registered with the proper SeaScape authority and be parked in the designated storage lot when not in use. Unauthorized trailers, RVs and the like will be towed at the owner's expense.

Golf Carts: Golf carts are permitted on the SeaScape Plantation property. Golf Carts must have and display a property owners' decal on the front windshield and be registered with the proper SeaScape authority.

They must be environmentally friendly, powered by electricity or a four stroke gasoline engine and they must have headlights and taillights. Golf carts are not allowed on walking/bike paths and shall be parked in designated parking spaces after unloading/loading at the marina, community center, etc. Drivers of golf carts must be a least 15 years of age, unless accompanied by a licensed driver. Golf carts must be operated in a safe and responsible manner.

FIREARMS, HUNTING AND FIREWORKS

Hunting: SeaScape at Holden Plantation is a wildlife sanctuary. No hunting of animals or birds of any kind is allowed by property owners.

Firearms: No discharge of firearms, including long guns or handguns, is permitted within SeaScape at Holden Plantation. This includes air guns, BB guns, pellet guns and paint ball guns of any description or size.

Fireworks: The use, discharge and display of firecrackers, flares, rockets and similar pyrotechnics are strictly prohibited within the SeaScape community.

PROPERTY USE, MAINTENANCE AND APPEARANCE

The “Master Declaration of Covenants, Conditions, Restrictions and Easements” governs the use and maintenance responsibilities of the property owner. Residents are urged to refer to Article VI, “Architectural Control”, of this document. In addition, the “Declaration of Protective Covenants and Easements” and the “Architectural Design Standards and Guidelines” (Section VI; Landscape Design and Site Improvements and Section VII; Architectural Compliance Guidelines) further stipulate property use and maintenance responsibilities of the property owner. The SPOA Rules and Regulations stated here are not all inclusive and are primarily intended to be a quick reference for the benefit of the property owner.

PROPERTY USE

Residential Use: All home sites shall be used for single family living.

Detached Structures: No permanent or temporary tent, trailer, mobile home or any detached structures shall be placed on any home site without prior approval of the Architectural Control Committee (“ACC”).

Restricted Activities: Any business, trade, garage sale, moving sale, or similar activity is not permitted. A resident or tenant may conduct business activities as long as:

- The activity is not apparent or detectable by sight, sound and smell from outside the home.
- The activity does not involve regular visitation of the home by clients, employees, agents, customers, suppliers, or other invitees, or door-to-door solicitation of other SeaScape Plantation residents.
- The activity is consistent with the residential character of SeaScape Plantation and does not constitute a nuisance, hazardous or offensive use, or threaten the security or safety of other residents, as may be determined at the sole discretion of the Executive Board.
- The activity does not materially disturb or destroy the vegetation, wildlife and water or air quality within SeaScape at Holden Plantation.

Irrigation Wells: All residential home sites shall be allowed to install one (1) well for the purpose of providing irrigation water benefiting the homesite’s landscaping improvements. Well location, equipment housing and screening must have ACC approval prior to installation. Under no circumstances shall any water be diverted or taken from any ponds or lagoons for landscape maintenance or for any other purpose.

Storm Water Run-Off Rules: All residential home sites are subject to the State of North Carolina Storm Water Rules and Regulations. Catch basins and drainage areas are for purpose of natural flow of water only. No obstructions or debris shall be placed in these areas. No owner or tenant shall obstruct or rechannel the drainage flows after location and installation of drainage swales, storm sewers, or storm drains are established.

Pond Amenities: There shall be no dumping of grass clippings, leaves or other debris, petroleum products, fertilizers, or other potentially hazardous or toxic substances in any storm drain, stream, pond or lake within SeaScape properties. Fertilizers may be applied to landscaping on adjacent home sites provided care is taken to minimize run-off.

PROPERTY MAINTENANCE

Landscaping: Property owners are responsible for maintaining their property, grass and all plantings in a manner that will enhance the beauty and aesthetics of the community. It is all property owners' responsibility to prevent the accumulation of trash, debris, and other unsightly litter that would detract from the cleanliness and beauty of the community. See SeaScape at Holden Plantation Property Owners' Association Community Wide Standard on the website and attached to this document.

Burning: Outside burning, of any kind, is not allowed. The exception is for outdoor fireplaces and fire pits approved by the Architectural Control Committee (ACC).

Damage Removal: Any building or improvements wholly or partially destroyed must be rebuilt in such a way that it meets the standards of the ACC and any debris must be expeditiously removed.

Storm Protection and Damage: Property owners are responsible for the removal of fallen limbs, trees and other debris resulting from severe weather conditions. Cleanup and stacking for curbside pickup must be completed within 30 days. If an unsightly appearance persists, the necessary cleanup and removal of debris will be performed at the expense of the property owner.

- A homeowner may protect their home by any means possible. Temporary storm shutters, panels, plywood, or other materials may not be installed prior to an announcement by the National Weather Service that our area has declared either a hurricane or named storm Watch or Warning area.
- All permanently affixed or attached storm protection must first be approved by the ACC in accordance with the "ACC Residential Design Guidelines" as published on the SeaScape web site.
- Property owners should make every reasonable attempt to remove temporary Storm shutters, panels, plywood, and other materials within 10 days after the National Weather Service has removed our area from the Watch or Warning status. If the property owner is not able to perform the removal, arrangements should be made with a third party to affect their removal.
- If the temporary storm shutters, storm panels, plywood, or other materials are not removed within ten days, the SPOA may impose a fine consistent with SeaScape at Holden Plantation governing documents and/or proceed to have the shutters or storm panels removed. Every attempt will be made to take into consideration the conditions and circumstances relating to each storm.
- The property owner shall be liable for any costs incurred by the SPOA to effect removal.

Painting and Exterior Alterations: Any owner may remodel, paint or redecorate the interior of their property without approval. No approval shall be required to repaint the exterior of a structure in accordance with the originally approved color scheme. All other exterior modifications, additions, remodeling or painting must have prior approval of the ACC.

Tree Removal: Removal of any living tree(s) prior to or during construction and until (1) the issuance of a certificate of occupancy; (2) the owners' physical move into the residence; and (3) completion of the installation of landscaping, whichever of these three (3) events occurs last, must be first approved by the ACC in accordance with the Architectural Design Standards & Guidelines.

Thereafter, no living tree, four (4) inches or more in diameter at a height of four (4) feet from the ground, nor any flowering tree, shall be removed without the prior approval of the SeaScape Landscape Committee, except such trees sustaining damage from a storm or high winds.

Violation of this rule is subject to a fine of up to \$100.00 per tree or flowering tree. The NC General Statute clearly limits fines for rules violations to \$100 max per day, with each day considered a new violation that is finable.

PROPERTY APPEARANCE

Garbage and Trash Removal: Property owners shall be responsible for the proper disposal of all garbage and trash. Each property owner shall utilize the garbage receptacles provided by the trash removal agency. Garbage and trash must be placed at the end of the residential driveway no sooner than the night before the day of collection and returned the day after collection, unless conditions dictate otherwise. Trash and debris should not be placed in the street, street right-of-way or undeveloped property. It is the responsibility of the property owner to prohibit the development of any unclean or unkempt condition of the buildings or grounds within their residential home site.

Antennas and TV Dishes: Antennas and TV Dishes are permitted. Approval of the location and/or placement of any antenna or dish and any screening must be obtained from the ACC prior to installation. Every effort should be made to screen the dish or antenna so that it is not visible from the street.

Outdoor Clothes Drying: Hanging of laundry is not permitted from any area. Outdoor clothes poles, lines or similar structures are not permitted on any home site.

Playground Equipment: Playground equipment on any home site must be approved by the ACC and must be located behind the rear line of the dwelling.

Mailboxes: The initial mailbox is supplied and installed by the ACC at the completion of construction of the residence. Mailbox maintenance and repair is the responsibility of the individual property owner. The mailbox, posts and numbers must be kept in good condition and be of the approved color. Replacement, repair, paint information and other requirements are available from the POL at the Management Office.

- The approved mailbox color for the SeaScape community is solid black, including the finial. No other color or combination of colors is permitted.
- Mailbox covers, ribbons, decorations, etc. are prohibited on the mailbox except during the Holiday Season (November 15 through January 15).
- For mailboxes with a rear shelf, a planter may be displayed throughout the year. The planter must also be black in color and may contain only live plantings. Artificial flowers are not permitted.
- Additional house numbers are not permitted to be attached to the mailbox.

DECORATIVE OBJECTS, DISPLAYS AND SIGNAGE

Decorative Objects: Flags, flagpoles, banners, numbers, letters, fountains, statuary, birdbaths, bird feeders, and anything of that nature, other than natural vegetation, may require ACC approval. The Flag of the United States of America and the Flag of North Carolina are allowed and regulated per statutes. No in-ground flagpoles will be allowed. One decorative flag is allowed.

US & NC Flags

1. Property Owners may display the Flag of the United States of America and the Flag of North Carolina of a size no greater than four feet by six feet and displayed in accordance with or in a manner consistent with the patriotic customs set forth in 4 U.S.C. §§ 5-10, as amended, governing the display and use of the flag of the United States. The flag of the United States of America and State of North Carolina may be placed on owned property home sites only within Seascape and do not apply to common areas, easements, rights-of-way or other areas owned by others.
2. Location of flag poles for displaying the Flag of the United States of America or State of North Carolina must be approved by the Architectural Control Committee (ACC).
3. For purposes of this section "The Flag of the United States" and "The Flag of North Carolina" means flags that are made of fabric, cloth, or paper. Flags under this section do not mean a

flag depiction or emblem made of lights, paint, roofing, siding, paving materials, flora, or balloons, or of any similar building, landscaping, or decorative component.

Signs: No signs of any type shall be erected or maintained on any property without prior written consent of the Architectural Control Committee. The exceptions are when such sign is required by legal proceedings, one professional security sign of such size deemed reasonable by the ACC in its sole discretion and a temporary construction sign. No signage, including balloons, posters, etc. will be allowed on properties listed for sale or rent.

LIGHTING

Exterior Lighting: Exterior lighting except for ACC approved lighting as originally installed on home site structure and landscape design shall not be permitted.

Holiday Lighting: Exterior holiday lighting and decorations within the SeaScape complex are permitted under the following guidelines:

Holiday Season:

- For the purpose of displaying decorations and lighting, the holiday season is defined as that time period between the November 15 and January 15.
- Holiday lighting is limited to spot lights illuminating the front elevation of a residence and/or commercially manufactured holiday string lights that may be placed on porch railings, front door and front lamppost and front eaves or to illuminate landscaping within the front yard. "Wrap Net" lighting may be used on bushes or shrubs. All lighting must be UL approved for outdoor use and comply with all relevant government code requirements. Lighting should be securely fastened, neat in appearance and in serviceable condition.
- Lighting may be white or colored.
- Windows may have a single white candle light on the sill.
- Front door potted topiary plantings may be decorated with approved holiday lighting.
- Holiday yard or porch displays and/or decorations are not permitted.

Patriotic Holidays:

- Patriotic holidays are defined as official federal holidays.
- Decorations can be displayed beginning one (1) week prior to the national holiday and should be removed one (1) week after that holiday.

CONCEALMENT, SCREENING AND FENCING

Fencing: No fence or wall shall be erected or allowed to remain on any home site without the prior written approval of the Architectural Control Committee. No chain link fences shall be approved. (See Architectural Standards and Guidelines)

Concealment and Screening: The placement, screening and maintenance of fuel storage tanks and outdoor receptacles for garbage, trash or lawn debris shall be governed by the Architectural Control Committee. Every fuel tank or storage tank must be EPA approved and buried below the surface of the ground. All exterior HVAC equipment, irrigation equipment and trash receptacles shall be screened or so placed and be kept as to not be visible from any street, recreation area or adjacent home sites.

GARDEN WASTE SITE

The Garden Waste Site (GWS) is for residents use only. No commercial landscapers or individuals outside the SeaScape community will be permitted access to the facility. Contractors employed by a resident for yard work must properly dispose of debris off site, not in the SeaScape GWS.

The only commercial landscape contractor permitted access to the GWS is the one retained by the Landscape Committee for maintenance of POA properties throughout the community. Our contract negotiations include their use of this site as it provides a cost savings benefit to the community.

The following rules apply to use of the GWS:

- No construction materials, plastic containers or other non-decomposable products are allowed.
- Yard debris must be dumped as far to the rear of the facility as possible and piled on top of existing debris.
- A code, lock combination, key or key card given to a resident for access to the facility must not be given to a non-resident. Unauthorized use will result in a penalty to be assessed by the SeaScape Rules and Regulations Committee.
- A non-resident who owns a lot in SeaScape will not be allowed to haul waste to the GWS from an off-site location.

QUIET ENJOYMENT

All Property Owners, tenants and guests are expected to act with respect and regard toward all members of the community. No obnoxious, vulgar, offensive, or illegal activities shall be tolerated within the confines of SeaScape at Holden Plantation.

Effort should be made to keep noise to a minimum on evenings, Sundays and holidays.

No horns, sirens, bell amplifiers or other sound devices, except such devices used for security purposes or approved by the ACC shall be located on the exterior of any home site.

Please contact the ACC concerning any contractor violations of the above rules.

FISHING

Fishing is not permitted in any pond or stream within SeaScape. Fishing is only permitted on the west side bulkhead, adjacent to the Intracoastal Waterway, at the Marina entrance.

PETS

Only domestic household pets, in reasonable numbers, such as dogs, cats, aquarium fish and birds may be kept within a residence, provided they are not kept, bred or raised for commercial purposes.

Pet Owners' Responsibility: All pets must be kept and maintained in a manner that does not damage any private or common property or disturb the peace.

Unattended pets may not be loose outside the confines of any residential lot or in any of the common areas.

All pets shall be under the control of the owner whenever outside a residence and shall be kept in such a manner as to not become a nuisance by barking or other acts. Property owners, tenants and guests shall be responsible and liable for any personal injury and/or property damage due to the actions of their pets.

Pet Clean-Up: Property Owners shall make every effort not to allow pets to defecate or urinate on grass, plants, trees or shrubs situated on another Property Owner's property or on the common areas. It is the pet owner's responsibility to immediately remove any defecation that should occur.

County Leash Laws: County ordinances regarding leash laws will be in effect and enforced within SeaScape at Holden Plantation. All dogs must be on a leash at all times and under the control of the pet owner when outside the confines of the pet owners' private property. All pets must have the appropriate County license.

TENANTS

A tenant is anyone in possession of a property owner's home in exchange for any sort of consideration. Tenants (unless Property Owners) are not members of the SeaScape Property Owners Association (SPOA). However, they are subject to all rules and regulations which govern the SeaScape community which includes the marina and common areas.

Lease Term: A residence may not be leased or rented for less than ninety (90) days.

Property Owners' Responsibility: Prior to occupancy and annually thereafter, it shall be the responsibility of the property owner to ensure that a Tenant's Information Sheet (sample attached) is completed and furnished to the SeaScape Property Owners' Association. The Information Sheet may be obtained by contacting the Property Owner Liaison Office (910-287-5656). The Property Owner is responsible for the actions of their tenants and tenant's guests and will be held financially liable for any damage to SeaScape's common areas and equipment. The Property Owner will also be held liable, financially or otherwise for any violations of SeaScape Rules and Regulations by their tenants and/or tenant's guests.

Facility Access for Tenants: Property Owners SHALL NOT make available their personal auto decals that are necessary to gain access to the SeaScape community. It is the responsibility of the property owner to provide access to common facilities including access cards and a Tenant Parking Pass.

SEASCAPE COMMON FACILITIES GRANDE MANOR HOUSE

The Grande Manor House ("GMH") is operated for the benefit of the property owners in SeaScape. Anyone using the GMH and its facilities shall do so at their own risk. The personal choices and convenience of one property owner must be balanced with those of all other property owners to ensure that a safe and enjoyable recreational environment is created and maintained. All Property owners are expected to abide by these rules and ensure compliance of their sponsored guests.

Hours of Operation

The GMH will open daily at 5:00 AM and close at 12:00 AM except for registered functions in the GMH Meeting Room, Kitchen, Halls and Library for which the hours of operation may be extended if approved in advance of the SSPOA. The SSPOA reserves the right to change the hours of operation or close any facility as may be required for maintenance and repair.

Guests

- A. The GMH complex is to be used for the benefit and enjoyment of SeaScape property owners and their immediate family members. Immediate family members include property owners' parents, spouses, children and siblings.
- B. Guests other than immediate family must be accompanied by a SeaScape property owner when using the facility and cannot exceed six (6) in number at any one time.
- C. The sponsoring SeaScape property owner is responsible for the conduct of their guests during all GMH visits.

General Rules

- A. The entire GMH complex, including the outside pool area, is designated as non-smoking.

- B. Pets are prohibited in the GMH complex except for service animals.
- C. Glass objects are strictly prohibited in the pools, hot tubs, spa areas and the Exercise and Fitness Center.
- D. All GMH users must keep the complex clean by properly disposing of cans and plastic bottled in the recycling bins and paper goods and other trash in the trash receptacles.
- E. Footwear must be worn in non-pool areas of the GMH.
- F. The consumption of alcoholic beverages in accordance with the laws and regulations of the State of North Carolina by those of legal age is permitted in all areas of the GMH except for the sauna and the Exercise and Fitness Center.
- G. Commercial advertisements may not be posted or circulated in the GMH. A bulletin board is provided for posting information of interest to property owners.
- H. Access to the GMH facility, including the outdoor pool, requires use of the Property Owners' community access card. By-passing the card readers is prohibited.
- I. All parking of vehicles and golf carts must be restricted to designated parking areas. On-street, adjacent property, landscaped areas and overnight parking is strictly prohibited. All driveways and thru-ways must be left open for emergency vehicles. All vehicles and golf carts must be property identified by either a Property Owners' decal or a fully completed Visitors' Pass.

Safety

- A. Several first aid kits are provided at the GMH: (1) in the cabinet at the reception center at the inside entrance to the indoor pool, (2) in the closet in the Exercise and Fitness Center and (3) in the kitchen.
- B. In case of an emergency, immediately call 911 by picking up an Emergency Telephone receiver that will automatically connect to 911. Emergency telephones are in both the outdoor and indoor pool areas. Regular telephone service is available in the Exercise and Fitness Center and on the reception counter located at the entrance to the indoor pool.
- C. Fire alarms are located beside all EXIT doors and behind the reception counter located at the entrance to the indoor pool. A fire extinguisher is in the hallway directly across from the entrance to the kitchen.
- D. Automated External Defibrillators (AED) are located near the indoor pool reception desk and in the Exercise and Fitness Center.

EXERCISE AND FITNESS CENTER

- A. No persons under the age of 16 are permitted in the Exercise and Fitness Center. Individuals from 16 to 18 years of age require adult supervision.
- B. Proper attire and footwear must be worn while using the equipment. Wet swimwear is not permitted.
- C. Instructions for proper use of the fitness equipment are posted on each piece of equipment and must be followed at all times.

- D. Those using the fitness equipment are encouraged to wet wipe all contact surfaces of all equipment after use with supplies provided.
- E. Use of all fitness equipment will be on a first-come basis and is limited to 30 minutes per session when others are waiting to use the equipment.
- F. Return free weights to the proper rack after use.
- G. Food, alcohol and glass containers are prohibited in the Exercise and Fitness Center.
- H. Individuals using the Exercise and Fitness Center shall be considerate and respectful of other users. The volume of televisions, radios, recorders and CD players shall be kept at a level so as not to disturb others. Individuals using personal audio/video equipment must use ear buds or headphones at all times.

Pools, Hot Tubs and Saunas

- A. The use of the swimming pools, hot tubs, sauna and adjacent decks are at the user's risk. **NO LIFEGUARD IS PRESENT.**
- B. Individuals under the age of 16 using either the outdoor or indoor pools must be in the immediate presence of and under the direct supervision of an authorized individual who is 18 years of age or older.
- C. Without exception, use of the indoor and outdoor hot tubs and indoor saunas is strictly prohibited by individuals under the age of 16.
- D. North Carolina State Code requires a shower prior to entering pools and hot tubs. Additionally, this removes excess sunscreen and body oils that can pose maintenance issues with the pool filtration equipment.
- E. Running on and diving from the pool decks is strictly prohibited.
- F. Persons with communicable diseases, open sores and lesions, or infections of any nature are not permitted in the pools, hot tubs or sauna.
- G. Flotation devices are permitted; however, the use of swimming equipment/accessories must not disturb other pool users. Flotation devices may not be stored at the GMH.
- H. Collapse and tie table umbrellas when leaving the pool area.
- I. Per North Carolina State Code, the outdoor pool has a 6-foot setback requirement that means all chairs and tables must be 6 feet from the pool edge. The setback requirement for the indoor pool is 5 feet.
- J. Drinking or eating while in the pools is not permitted.
- K. The volume of audio equipment shall be kept at a low level at all times so as not to disturb others.
- L. Pool furniture may not be reserved. Towels must be used on the deck furniture to prevent staining from suntan lotion.

- M. Infant children must wear baby swim pants (like Huggies Little Swimmer Pants) that won't expand or leak while using either pool. Diaper changing is restricted to the restrooms.
- N. The Sauna is limited to use by a maximum of six (6) people at one time for a maximum of a 15-minute session. No persons under the age of 16 are allowed in the sauna.
- O. Use of a pool or hot tub that is closed for maintenance is strictly prohibited.
- P. Swimming in either the indoor or the outdoor pool during inclement weather conditions is prohibited.

Facility Use and Registration

Common facilities at SeaScape are open for use by property owners and their guests. None of the common facilities (GMH, Beach House, Dock House and the Upper and Lower Pond amenities) may be rented or reserved for private parties. They are to be used primarily for their intended purpose and secondarily for community/group gatherings in the following priority:

1. SeaScape Board meetings and meetings of Committees established by the Board.
2. SeaScape clubs, groups or functions which do not limit participation.
3. Memorial services or community gatherings for deceased residents following funeral services.
4. Other functions as allowed by the Rules Committee.

As such, exclusive use of these facilities cannot be accommodated and facilities can only be reserved for SeaScape approved events and activities. The Facility Coordinator will post registered events on the community calendar and will consult with the Rules Committee when issues arise concerning usage and registration of facilities.

Registered use of common facilities will be on a "first come basis" with community events taking priority over a limited attendance activity. Registering multiple events at the same facility in consecutive like time periods ("blocking") is limited to registering two (2) scheduled gatherings (at-a-time) so to provide facility access to other residents/groups who desire a similar time period. If there is no apparent conflict in scheduled events seven (7) days prior to a desired gathering, registering and scheduling the event can proceed without concern of the "consecutive registration" rule.

Violation of the rules in this section are subject to an immediate fine at the sole discretion of the Rules Committee and the Board of Directors pending a review of such violation with the property owner.

Facility Cleaning

It is the users' responsibility to return the common facility to its as found condition (or cleaner). All trash and debris must be placed in the provided receptacles. All food must be removed from the refrigerator. The stove and grill must be cleaned, and the facility must be secured. A charge of \$100.00 will be levied if the amenity is not left clean in addition to any extra cost to clean the facility.

DOCK HOUSE

All fish cleaning is to be done in the designated area with the remains disposed in the proper container. The cleaning area is to be thoroughly washed-down. Fish parts are not to be thrown into the Marina water.

SEASCAPE BOAT, TRAILER AND RV STORAGE AREA

SeaScape has a long-term storage facility for boats, boat trailers, storage trailers, personal watercraft and recreational vehicles located off Concordia Ave. This facility will be fenced and offer electrical service and wash-down capability.

Storage Limitations: Storage is limited to property owner boats, boat trailers, storage trailers, personal watercraft and recreational vehicles (motor homes and campers). One space will be allocated per property. Owners of multiple lots are limited to a maximum of one space. Due to limited space, all property owners cannot be guaranteed a storage space. Once the storage area spaces are filled, a lottery system may be adopted for space allocation on an annual basis.

Registration: Items to be stored must be registered with the Harbor Master by filling out the “Boat, Trailer and RV Registration Form”. Property owner must be in possession of (to be stored) item at time of registration. A space vacancy of longer then 30 days without written notification to the Harbor Master will result in forfeiture of the space. Unauthorized placed items will be towed at owner’s expense.

Owners’ Responsibility: All stored items must have a legal and current registration in the name of the property owner, tagged, insured and in good working order and appearance. Owners are required to maintain their stored vehicles in a neat state of appearance. Tarps are to be properly secured, hoses are to be neatly stored, no loose items are to be stored outside of the vehicle, electric and/or water service are to be turned off when you leave. SeaScape is not responsible, in any way, for items stored in this area.

SEASCAPE BOAT AND TRAILER SHORT TERM STORAGE AREA

Storage Limitations: SeaScape’s short-term storage facility (located at Beaufain St. and Beauregard) is for temporary placement of watercraft and related equipment. Use of this area is restricted to property owners and their quests. Stored items are not to exceed a 72-hour time period. The Harbor Master must be notified of all planned use of this area, what equipment will be stored and for what period of time. SeaScape is not responsible for items stored in this area and unauthorized items and those items exceeding the 72-hour time limit will be towed at owner’s expense.

RULES ENFORCEMENT POLICY PURPOSE

This policy is established for the purpose of defining the process by which the Rules of the SeaScape Property Owner’s Association (SPOA) will be enforced.

SCOPE

This policy applies to all property owners, residents, tenants and guests of SeaScape at Holden Plantation and shall be enforced in a consistent and impartial manner. Each property owner is responsible for the conduct of and any violations by such owner’s family members, guests, agents, contractors and tenants, and for the family members, guests, agents and contractors of any tenant.

PROCESS

Discovery of Violation

- SPOA Management will log all violations discovered or reported through the use of the “Rule Violation Report” (see attached).
- A violation is defined as an act in conflict with the CC&R’s, the By-laws and/or the Rules & Regulations established by the SPOA.
- Any alleged violation of the above mentioned governing documents of SPOA will be processed according to the procedures outlined below.

Procedures

- The Property Owner may receive a Courtesy Notice/Telephone Call from a member of the SPOA Rules Committee. Any such notice is considered a courtesy. Compliance obtained

through the “courtesy process” will cease any further violation documentation and action. If a violation pertains to Architectural Design Standards and Guidelines, the violation may be referred to the Architectural Control Committee (ACC) for enforcement. Rules and Regulations pertaining to Architectural Design Standards and Guidelines and the ACC are referenced as such in this Handbook. (See “PROPERTY USE, Detached Structures” on page 8 as an example of this wording).

- An Initial Violation Letter defining the (1) date of the violation, (2) the Rule that was violated and (3) a request to cure the violation will be delivered to the Property Owner or the tenant, if applicable. Delivery shall be defined as the “mailing” of the letter, with appropriate postage affixed, to the address then currently listed in the records of SPOA for the property in question.
- This letter will also indicate whether this is FIRST, SECOND and SUBSEQUENT, etc. Rules violation.
- After the initial Rules Violation letter has been delivered, the Property Owner, resident, guest or tenant has ten (10) days from the date of the initial violation letter to correct the condition. Failure to cure the violation within the ten (10) days will be treated as a Second Rule Violation.
- If multiple Rules have been violated in a single incident, each violation will be considered as a separate infraction.
- The violation letter will include a summary of the SPOA’s appeal process.

First Rule Violation: No fine is levied on the Property Owner or billed to the property’s assessment account. Should the violation not be cured following the delivery of the initial violation letter, the violation will automatically be considered a Second Violation and will be subject to the imposition of fines.

Second and Subsequent Rule Violations: In the event of a second or subsequent violation, the property owner will be given notice of a hearing date to occur within a thirty (30) day period, at which time the owner will have an opportunity to be heard and to present evidence to the Rules Enforcement Committee. (The Rules Enforcement Committee is a sub-committee of the Rules and Regulations Committee appointed by the Board and shall be composed of members of the association who are not officers of the association or members of the Board.) The property owner will be advised of the Committee’s decision within fifteen (15) days of the hearing. The property owner has five (5) days to comply with the decision of the Rules Enforcement Committee or appeal the decision to the Executive Board. If it is decided that a fine should be imposed without further hearing, a fine not to exceed \$100.00 may be imposed for the violation for each day more than five (5) days after the decision on the violation is issued. Any such fine shall be an assessment secured by a lien against the owner’s property. Suspension of community privileges or services may also be imposed until the violation is cured.

Appeals: Appeals will be heard before the SPOA Executive Board. Appeals must be received in writing within five (5) days of the Rules Enforcement Committee’s decision. The property owner charged shall be given notice of a hearing date to occur within a thirty (30) day period, at which time the owner will have the opportunity to be heard and to present evidence to the Board. The property owner will be advised in writing of the Board’s decision within fifteen (15) days of the hearing. The Executive Board may affirm, vacate or modify the decision made by the Rules Enforcement Committee. If, as a result of an appeal, the violation in question was found to be unfounded or unfair in any way, that violation will be expunged from the owner’s record. If affirmed or modified, the Board may impose a fine without further hearing. The total amount of the fine is not to exceed \$100.00 for the violation for each day more than five (5) days after the decision on the violation issued. Such fines shall be assessments secured by liens. Suspension of community privileges or services may be continued until the violation is cured.

CONSIDERATIONS

Safety Violations: For violations that involve the endangerment or safety of any person or property, the Association may immediately take any necessary and appropriate action.

Property Damage Violations: For violations that involve property damage to the common area or another individually owned property, all parties involved will be held responsible for reimbursement to SPOA and/or the individual Property Owner for the cost of all repairs.

As information, a sample copy of the RULE VIOLATION REPORT and the RULES ENFORCEMENT COMMITTEE PROCEDURES follows.



RULES ENFORCEMENT COMMITTEE HEARING PROCEDURES

HEARING PROCEDURES:

1. Statement of violation by Committee Chairperson
2. Violator's statement of appeal
3. Review of CC&Rs, By-Laws and SeaScape's Rules and Regulations
4. Discussion with and/or questioning of violator by the Rules Enforcement Committee
5. Questions and final statement by violator
6. Violator excused
7. Discussion and decision by Rules Enforcement Committee members
8. Advisement of Rules Enforcement Committee's decision to violator
9. Adjournment

DOCUMENTATION:

Name of Violator: _____

Telephone No.: _____

Address: _____

Violated Rule: _____

Violation Description: _____

RULING:

Rules Enforcement Committee Findings/Decision: _____

Committee Chairperson: _____ Date: _____



RULE VIOLATION REPORT – CONFIDENTIAL *

Date of Report: _____

PERSON MAKING REPORT:

Name: _____

Address: _____

Telephone: _____

ALLEGED VIOLATOR:

Name: _____

Address: _____

Telephone: _____

DESCRIPTION OF ALLEGED VIOLATION: (Complete and fully as possible)

Date/Time: _____

Location: _____

Explanation: _____

WITNESS(S) (If applicable)

Name: _____

Address: _____

Telephone: _____

*****For Rules Enforcement Committee Use Only*****

RULES ENFORCEMENT COMMITTEE ACTION TAKEN:

Date: _____ Committee/Rep.: _____

Action Taken: _____

BOARD APPROVAL:

By: _____

Date: _____

* FOR THE USE OF SPOA, THE RULES COMMITTEE AND MANAGEMENT ONLY.



TENANT INFORMATION SHEET

TENANT INFORMATION:

Name: _____

Property Address: _____

Tenant Telephone: _____

Property Owner Name: _____

Property Owner Telephone: _____

Move in Date: _____ Lease Term: _____

ADDITIONAL OCCUPANTS:

Adults (Names): 1. _____ 2. _____

Children (Names/Ages): _____

Pets (Type/No.): _____

VEHICLES:

Make/Model: _____ Year: _____ Plate #/State: _____

Make/Model: _____ Year: _____ Plate #/State: _____

Make/Model: _____ Year: _____ Plate #/State: _____

ACCESS DEVICE(S) ISSUED:

Access Card Nos.: _____

Key Fob Nos.: _____

I/We hereby confirm the information provided is to the best of my/our knowledge true and accurate. I/We further understand that all access cards/passess must be returned to SPOA gate guards when lease is terminated.

Property Owner(s):

_____ Date: _____

(Signature)

_____ Date: _____

(Signature)

Tenant(s)

_____ Date: _____

(Signature)

_____ Date: _____

(Signature)



TREE REMOVAL REQUEST FORM

(Note: Following (1) the issuance of a certificate of occupancy; (2) the owner physically moves into a residence; and/or (3) completion of installation of landscaping, no living tree, four (4) inches or more in diameter at a height of four (4) feet from the ground, shall be removed without prior approval of the SSPOA Landscape Committee.)

DATE: _____ HOMESITE # _____

Owner Name(s): _____

Owner Address: _____

Telephone #(s): _____ Email: _____

Reason for Change/Removal: _____

Contractor: _____ Arborist/Consultant: _____

(Please attach sketch or specifications of proposed change if required.)

Landscape Committee Use:

On-site Inspection Conducted

Inspected by: _____ Date: _____

Approved

Disapproved

Comments: _____

Signed: _____

Date: _____

SS Landscape Committee Chair: _____

Submit to:
Gail Miller, Property Owner Liaison
Tel.: (910) 287-5656 – Fax: (910) 287-1720
Email: gmiller@oceanridge.com

Seascope at Holden Plantation Property Owners' Association Community-Wide Standard

The Community-Wide Standard is hereby established by the SSPOA Board of Directors in order to state the minimum standard landscaping requirements for improved and unimproved properties in Seascope.

1. Improved property lawns shall be mowed regularly, including the grass strip between the sidewalk and street. Landscape beds and other appropriate areas shall be edged as needed, typically at the time bedding material is put down. In those areas designated "natural", maintenance shall be limited to necessary and/or routine mowing and dead vegetation removal.
2. Improved property lawns shall be repaired with sod or seed, depending on the location, to eliminate bare spaces, erosion damage or other unsightly conditions.
3. To maintain a neat appearance, after mowing, edging, etc., all sidewalks, curbs and driveways shall be blown or swept clean. Debris shall not be blown into streets or storm drains.
4. All shrubs and trees shall be pruned on a periodic basis.
5. Flower and plant beds shall be uniformly and adequately covered with appropriate bedding material and must be replenished regularly, but no less than once each year. All bedded areas must be maintained, debris free and contained within their defined areas.
6. Driveways, curbs, other hard surfaces, flower and plant beds and sodded and seeded areas shall be maintained for weed control.
7. Dead plant material shall be removed and disposed of properly. Specifically, dead material and trimmings/yard waste should not be disposed of on vacant lots or common property.

Adopted by the SS Board of Directors: 2/15/18

RULES REVISIONS LISTING

Original Rules Approved & Adopted by the Executive Board: November 28, 2005

Revisions:

- 1st Revision - **NC HR 1541 Mandated Changes** adopted by the Executive Board: April 20, 2006
- 2nd Revision - **Gate Pass Procedure** adopted by the Executive Board: January 4, 2007
- 3rd Revision - **Revised Gate Pass Procedure** adopted by the Executive Board: May 2, 2007
- 4th Revision - **Holiday Lighting & Decorations** adopted by the Executive Board: February 21, 2008
- 5th Revision - **Golf Cart Use** adopted by the Executive Board: April 17, 2008
- 6th Revision - **Composite Rules & Spa Use** adopted by the Executive Board: March 25, 2009
- 7th Revision - **Storm Shutters & General Rewording** adopted by the Executive Board: June 18, 2009
- 8th Revision - **Tree Removal & Facility Use & Registration** adopted by the Executive Board: Oct. 15, 2009
- 9th Revision - **Tree Removal “fines” & Grande Manor House “Use” and “Facility Cleaning”** adopted by the Executive Board: June 17, 2010
- 10th Revision - **Holiday Season** adopted by the Executive Board: May 19, 2011
- 11th Revision - **Facility Registration** change the term Facility Manager to Facility Coordinator – adopted by the Executive Board: February 16, 2012
- 12th Revision - **Guests:** remove immediate family and change to houseguests. **Facilities Use:** Facilities cannot be reserved for “private” parties. **Tenants:** Owner is responsible for tenant’s access and must provide a “Tenant” parking pass.
- 13th Revision The following revisions were approved:
- Added Cedar Grove Middle School
 - Added Tree Removal Request Form
 - No hunting by “property owners”
 - Added fire pit/places language under burning
 - Revised language for pets
 - Grande Manor House Rules
 - Cleaning Exercise equipment change & using ear buds info changed
 - Add memorial services to facility use
 - Remove “events are to be terminated by 10:00 under Facility Conduct
- 14th Revision Added information regarding decorative objects and flags. Seasonal decorations from November 15 – January 15.
- 15th Revision New Guest Pass Parking Requirements & Procedures
- 16th Revision Guest Pass Requirements & Procedures Revised
- 17th Revision Addition of Garden Waste Site Rules & Revisions to the Common Facilities
- 18th Revision Addition of Community-Wide Standard & Mailbox Rules