



Property Owners' Association

Rules, Regulations, Policies, Procedures & Forms Handbook

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RULES AND REGULATIONS

1. INTRODUCTION

The Rules, Regulations, Policies, Procedures & Forms Handbook (Handbook") was compiled by the SeaScape at Holden Plantation Property Owners Association ("SPOA") for the purpose of providing the Owners with an easy-to-understand document. The rules, regulations, policies and procedures contained in the Handbook are intended to enhance everyone's quality of life and the SeaScape Community experience.

The basis of the rules, regulations, policies, and procedures set forth in this Handbook, and the authority to enforce them, are contained in the Master Declaration of Covenants, Conditions, Restrictions and Easements for SeaScape at Holden Plantation, the Declaration of Protective Covenants and Easements for Seascape at Holden Plantation, the Bylaws of SeaScape at Holden Plantation Property Owners Association, Inc., the Architectural Design Standards and Guidelines for SeaScape at Holden Plantation, and other governing documents. The limitations, restrictions, covenants, and conditions contained in those documents are binding on all Owners, and as a result, Owners are encouraged to read and become familiar with those documents.

The terms used herein such as Owner, Member, Homesite and Executive Board are defined in the Master Declaration of Covenants, Conditions, Restrictions and Easement for SeaScape at Holden Plantation.

2. RULES AND REGULATIONS FOR SEASCAPE AT HOLDEN PLANTATION

Observing the rules, regulations, policies, and procedures contained in this Handbook is the responsibility of every Owner, whether a resident or a nonresident, tenant and guest. We encourage you to read this Handbook carefully and be sure your family, tenants and guests understand it 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 it. Ignorance of, or unfamiliarity with this Handbook is not an acceptable reason for noncompliance with any rule, regulation, policy, or procedure.

If you do not have copies of the governing documents referenced above, they are available from the SPOA and are online via the Owner's website at <https://seascapeatholdenplantation.com>.

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

The SPOA falls under the jurisdiction of Brunswick County, North Carolina and all ordinances and codes apply.

A. Owners

Owners named in the recorded deed automatically become Members of the SPOA. Relatives whose names do not appear on the deed are neither Owners nor are they considered Members for the purpose of these rules, regulations, policies, and procedures.

Mailing addresses and contact numbers of the Owners must be provided to the Community Manager within ten (10) days of recording the Title Deed, so that official notices can be mailed to the Owner and contact can be made in case of emergency. It is the responsibility of each Owner to notify the Community Manager, of any change in their mailing address, contact

numbers, residency status, or if their residence has been leased.

It is the obligation and duty of each Owner to report observed violations either by calling, emailing, or writing the Community Manager. Each Owner is responsible for the conduct of, and any violations by, any 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 Community Manager has been instructed to do any or all of the following:

Obtain the name and 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.

B. Rules Enforcement

SPOA's Rules Enforcement Policy adopted by the Executive Board defines the process by which the rules, regulations, policies, and procedures are to be enforced. Any Owner, resident, guest or tenant violating the same may be subject to corrective action as set forth herein.

C. Disclaimer

The material in this Handbook is not intended to be a substitute for, or to contradict, the provisions of the governing documents. Please seek professional advice regarding your obligations and rights as an Owner. 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 this Handbook from time to time.

3. COMMUNITY SAFETY AND SECURITY

An important priority of our Owners is the maintenance of security measures that will assure a safe environment for the entire community. These rules, regulations, policies and procedures are intended to protect the rights and interests of all Owners.

A. Guest/Visitor Main Entrance Gate Access Procedure

The SeaScape Main Entrance Gate Policy & Procedures Handbook outlines SPOA's entry and access procedures for Owners, guests, and service providers. This handbook is available for viewing and downloading on SeaScape's web site: www.seascapeatholdenplantation.com

B. 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 twenty-four (24) hours.

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.

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 Grande Manor House, Beach House, Dock House, Upper Pond Gazebo and adjacent parking areas), regardless of the length of time the vehicle is in SeaScape.

Guest vehicles that will be in SeaScape for more than seven (7) days must display the Temporary Parking Permit on the driver's side front window.

The Temporary Parking Permit is valid for a maximum of ninety (90) days and may be renewed. Temporary Parking Permits may be obtained from the Community Manager.

4. VEHICLE USE AND PARKING

Owners' Vehicles: All Owners' vehicles must have and display a SeaScape Property Owner's decal affixed to the outside of the driver's side front windshield.

All automobiles, trucks, motorcycles, and scooters must be registered 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 in SeaScape. Traffic violations are enforceable by the North Carolina State Highway Patrol and the Brunswick County Sherriff's Office.

No boat, trailer, recreation vehicle or commercial vehicle, storage unit, etc. can be parked or placed, for more than seventy-two (72) consecutive hours on any Homesite, except in a garage with the doors fully closed, and for no more than two (2) separate seventy-two (72) hour periods per calendar month.

All Owners' vehicles shall be parked only in garages, driveways or designated community parking or storage areas. On-street parking is only permitted during an Owner's event or a 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, etc.) 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 North Carolina and SeaScape authority, display a SeaScape Property Owner's decal and be parked in the designated storage lot when not in use. Unauthorized trailers, RVs and the like can be towed at the Owner's expense.

Golf carts are permitted in SeaScape. Golf Carts must have and display a SeaScape Property Owner's decal on the front windshield and be registered with the Community Manager.

They must have headlights and taillights. Golf carts are not allowed on any concrete, asphalt, or

wooden walking/bike paths and shall be parked in designated parking spaces after unloading/loading at the marina, Grande Manor House, etc. Drivers of golf carts must be at least sixteen (16) years of age, unless accompanied by a licensed driver. Golf carts must be operated in a safe and responsible manner.

5. FIREARMS, HUNTING AND FIREWORKS

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

Hunting: SeaScape is a wildlife sanctuary. No hunting by anyone of animals or birds of any kind is allowed in SeaScape. The Executive Board may grant a limited time exception to allow for a controlled bow hunting session by members of an authorized bowhunting organization with a valid hunting permit issued in accordance with the parameters established by the Executive Board and have the appropriate insurance.

Fireworks: The use of fireworks, firecrackers, flares, rockets and similar pyrotechnics are strictly prohibited in SeaScape.

6. PROPERTY USE, MAINTENANCE AND APPEARANCE

The Master Declaration of Covenants, Conditions, Restrictions and Easements for SeaScape at Holden Plantation governs the use and maintenance responsibilities of each Owner. Owners are urged to refer to Article VI, Architectural Control, of this Handbook. In addition, the Declaration of Protective Covenants and Easements for Seascape at Holden Plantation and the Architectural Design Standards and Guidelines for SeaScape at Holden Plantation (Section VI: Landscape Design and Site Improvements and Section VII: Architectural Compliance Guidelines) further stipulate property use and maintenance responsibilities of the Owners.

The rules, regulations, policies and procedures contained in this Handbook are not all inclusive and are primarily intended to be a quick reference for the benefit of the Owners.

A. Property Use

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

Temporary Event Structures: No temporary event structure, tent, ride, or inflatable amusement can be placed on any Homesite without the prior approval of the Executive Board.,

Restricted Activities: Any garage sale, moving sale, or similar activity is not permitted. An Owner or tenant may conduct business activities provided:

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

quality within SeaScape.

Irrigation Wells: All Homesites 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.

Stormwater Run-Off Rules: All Homesites are subject to the State of North Carolina Stormwater 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 re-channel 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. Fertilizers may be applied to landscaping provided care is taken to minimize run-off.

B. Property Maintenance

Residence & Landscaping: Owners are responsible for maintaining their property, residence, grass, all plantings and other landscaping in a manner that will enhance the beauty and aesthetics of the community.

Owners shall prevent the accumulation of trash, debris, and other unsightly litter that would detract from the cleanliness and beauty of the community.

Landscaping materials, such as rock, mulch and straw, must be applied for the intended purpose no later than thirty (30) days after delivery. An extension may be granted for good cause. See the SeaScape at Holden Plantation Property Owners' Association Community-Wide Standard attached to this Handbook.

Burning: Outside burning, of any kind, is not allowed. The exception is for outdoor fireplaces and fire pits approved by the 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: 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 by SPOA at the expense of the Owner.

Owners may protect their residence from storm damage by any reasonable means. 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 been 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 Architectural Design Standards and Guidelines for SeaScape at Holden Plantation.

Owners should make every reasonable attempt to remove temporary storm shutters, panels, plywood, and other materials within ten (10) days after the National Weather Service has removed our area from the Watch or Warning status. If the Owner is not able to remove such materials within the allotted period, 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 (10) days, the SPOA may impose a fine and/or proceed to have such materials removed. Every attempt will be made to take into consideration the conditions and circumstances relating to each storm. The Owner shall be liable for any costs incurred by the SPOA to remove such materials.

Painting and Exterior Alterations: Any Owner may remodel, paint, or redecorate the interior of their residence without approval. No approval shall be required to repaint the exterior of a structure in accordance with the originally approved color scheme. However, the Owner is required to file a no cost application with the ACC prior to beginning the painting. All other exterior modifications, additions, remodeling, or painting shall not proceed until an application has been submitted and prior approval of the ACC has been granted.

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 events occurs last, must be first approved by the ACC in accordance with the Architectural Design Standards and Guidelines for SeaScape at Holden Plantation.

Thereafter, no living tree, four inches (4") or more in diameter at a height of four feet (4') from the ground, nor any flowering tree, shall be removed without the prior approval of the ACC, 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 day per violation in accordance with the North Carolina Planned Community Act.

C. Property Appearance

Garbage and Trash Removal: Owners shall be responsible for the proper disposal of all garbage and trash. Each Owner shall utilize only the garbage receptacles provided by the trash removal company. 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 on the day of collection, once pickup is completed, unless conditions dictate otherwise. Garbage and trash should not be placed in the street, street right-of-way or undeveloped property.

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

Outdoor Clothes Drying: Outdoor clothes drying poles, lines and similar structures are permitted but may not be visible from any street.

Playground Equipment: Playground equipment on any Homesite must be approved by the ACC and must be located behind the residence.

Mailboxes: There are strict requirements concerning the exact type and color of mailboxes, posts, shelves, and finials. Mailbox installation, maintenance and repair is the responsibility of the Owner. The mailbox, posts and numbers must be kept in good condition. The requirements for mailboxes are available from the Community Manager.

The approved mailbox color is solid black, including the finial. No other color or combination of colors is permitted.

Mailbox covers, ribbons, decorations, etc. are prohibited except during the Holiday Season.

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.

7. DECORATIVE OBJECTS, DISPLAYS AND SIGNAGE

Flags, flagpoles, banners, numbers, letters, fountains, statuary, birdbaths, bird feeders, and anything of that nature, other than natural vegetation, require ACC approval. One decorative flag is allowed.

US & NC Flags: 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 unless approved by the ACC.

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. Without prior approval of the Executive Board, no flag(s) or other display(s) may be located in or on common areas, easements, rights-of-way or on someone else's property without the written consent of the Owner.

For purposes of this section, the Flag of the United States of America and the Flag of North Carolina shall mean flags that are made of fabric, cloth, or paper.

Holiday Lighting and Decorations: Exterior holiday lighting and decorations are permitted under the following guidelines.

- ✓ Holiday lighting and decorations may be displayed from the Sunday before Thanksgiving to January 15.
- ✓ Holiday lighting is limited to spotlights illuminating the front elevation of a residence and commercially manufactured holiday lights (string, net, icicle, hanging ball, etc.) placed on porch railings, front door, front lamppost, front eaves, potted plants on the front porch, mailboxes, fences, and on trees, bushes and shrubs.
- ✓ Holiday lighting may be any color or any combination of colors.
- ✓ Holiday lighting must be securely fastened and neat in appearance.
- ✓ A residence may feature no more than three yard decorations. Each yard decoration may be illuminated.

- ✓ Blow-up holiday yard decorations are not permitted.
- ✓ Garlands and wreaths are permitted.

These guidelines do not apply to interior holiday lighting and decorations which may be visible from the exterior of the residence.

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

Signs: No signs of any type shall be erected or maintained without prior written consent of the ACC, except for signs required by legal proceedings, one professional security sign of such size deemed reasonable by the ACC, or a temporary construction sign. No signs, including balloons, posters, etc. will be allowed on a residence or Homesite listed for sale or rent.

8. CONCEALMENT, SCREENING AND FENCING

Fencing: No fence or wall shall be erected or allowed to remain on any Homesite without the prior written approval of the ACC. No chain link fences will be approved.

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 ACC. 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 Homesites.

9. GARDEN WASTE SITE

The Garden Waste Site (GWS) is only for the use of Owners disposing of garden and landscaping waste from their Homesite. No commercial landscapers or other individuals, including those employed by an Owner, will be permitted access to the GWS, except for the commercial landscape contractor retained by the Executive Board for the Common Elements throughout 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 an Owner for access to the facility must not be given to anyone else.

10. QUIET ENJOYMENT

All Owners, tenants and guests are expected to act with respect and regard toward all members of the community.

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 residence.

The ACC should be contacted concerning any contractor violations of the above rules.

11. 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.

12. PETS

Only domestic household pets 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.

While in SeaScape, unattended pets may not be loose outside the boundaries of the pet owner's Homesite.

While in SeaScape, all pets, whenever they are outside the boundaries of the pet owner's Homesite, shall be under the control of the pet owner and shall be kept in such a manner as to not become a nuisance by barking or other acts. Owners, tenants and guests shall be responsible and liable for any personal injury and/or property damage due to the actions of their pets.

County Leash Laws: Brunswick County ordinances regarding leash laws are in effect and enforced within SeaScape. All dogs, whenever they are outside the boundaries of the pet owner's Homesite, must be on a leash at all times and under the control of the pet owner.

All pets must have the appropriate County license.

Pet Clean-Up: Pet owners shall make every effort not to allow pets to defecate or urinate on grass, plants, trees or shrubs situated on someone else's property or on the common areas. It is the pet owner's responsibility to clean up after their pet.

13. TENANTS

A tenant is anyone in possession of an Owner's residence in exchange for any sort of consideration. Tenants (unless they are Owners) are not Members of the SPOA. However, they are subject to all rules, regulations, policies and procedures which govern SeaScape including the marina and all common areas and facilities.

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

Owners' Responsibility: Prior to occupancy and annually thereafter, it shall be the responsibility of the Owner to ensure that a Tenant's Information Sheet (sample attached) is completed and furnished to the SPOA. The Tenant's Information Sheet may be obtained on the SeaScape website or by contacting the Community Manager.

The Owner is responsible for the actions of their tenants and their tenant's guests and will be

liable for any damage to SeaScape's common areas and facilities.

The Owner will also be liable for any violations of the rules, regulations, policies, and procedures which govern SeaScape Rules by their tenants and their tenant's guests.

Facility Access for Tenants: Owners shall not lend their SeaScape Property Owner's decal, or access card or fob, to a tenant or to a tenant's guests. The Owner must request parking passes and access cards or fobs for its tenants from the Community Manager.

14. SEASCAPE COMMON FACILITIES

A. Grande Manor House

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

Hours of Operation: The Executive Board, and the appropriate committee chairs, reserve the right to change the hours of operation or close any facility as may be required for maintenance and repair.

Guests: The GMH complex is to be used for the benefit and enjoyment of the Owners and their immediate family members and guests. The Owner is responsible for the conduct of their guests during all GMH visits.

General Rules:

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

Pets are prohibited in the GMH complex except for service animals.

Glass objects and containers are strictly prohibited in the pools, hot tubs, spa areas and the Exercise and Fitness Center.

All GMH users must keep the complex clean by properly disposing of cans and plastic bottles in the recycling bins and paper goods and other trash in the trash receptacles.

Footwear must be worn in non-pool areas of the GMH.

Commercial advertisements may not be posted or circulated in the GMH. A bulletin board is provided for posting information of interest to Owners.

Access to the GMH facility, including the outdoor pool, requires use of the Owner's access card. By-passing the card readers is prohibited.

All parking of vehicles and golf carts shall be restricted to designated parking areas. Parking on the street, on adjacent property, or on landscaped areas is prohibited. There is no overnight parking at the GMH. All driveways and thru ways must be left open for emergency vehicles.

All vehicles and golf carts must display a SeaScape Property Owner's decal or a fully completed visitor's parking pass.

Safety: 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.

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 center counter located at the entrance to the indoor pool.

Fire alarms are located beside all EXIT doors and behind the reception center located at the entrance to the indoor pool. A fire extinguisher is in the hallway directly across from the entrance to the kitchen.

Automated External Defibrillators (AED) are located at the GMH near the indoor pool reception desk and in the Exercise and Fitness Center.

B. Exercise and Fitness Center

No persons under the age of sixteen (16) are permitted in the Exercise and Fitness Center. Individuals from sixteen (16) to eighteen (18) years of age require adult supervision.

Proper attire and footwear must be worn while using the equipment. Wet swimwear is not permitted.

Instructions for proper use of the fitness equipment are posted on each piece of equipment and shall be followed by the user at all times.

Those using the fitness equipment are encouraged to wet wipe all contact surfaces of all equipment after use with supplies provided.

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.

Free weights shall be returned to the proper rack after use.

Food, alcohol and glass containers are prohibited in the Exercise and Fitness Center.

Individuals using the Exercise and Fitness Center shall be considerate and respectful of other users.

The volume of audio/visual equipment, e.g., televisions, CD players, etc. shall be kept at a level so as not to disturb others. Individuals using personal audio/video equipment shall use ear buds or headphones at all times.

C. Pools, Hot Tubs and Saunas

The use of the swimming pools, hot tubs, sauna and adjacent decks are at the user's risk. NO LIFEGUARD IS PRESENT.

Individuals under the age of sixteen (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 eighteen (18) years of age or older.

Without exception, use of the indoor and outdoor hot tubs and indoor saunas is strictly prohibited by individuals under the age of sixteen (16).

North Carolina State Code requires a shower prior to entering pools and hot tubs as this helps remove excess sunscreen and body oils that can pose maintenance issues with the pool filtration equipment.

Running on and/or diving from the pool decks is strictly prohibited.

Persons with communicable diseases, open sores and lesions, or infections of any nature are not permitted in the pools, hot tubs or sauna.

Flotation devices and flotation accessories are permitted. However, the use of such flotation devices and flotation accessories must not disturb other pool users. Flotation devices and flotation accessories may not be stored at the GMH.

Users shall collapse and tie table umbrellas when leaving the pool area.

Per North Carolina State Code, the outdoor pool has a 6-foot (6') setback requirement. All chairs and tables must be 6 feet (6') from the pool edge. The setback requirement for the indoor pool is 5 feet (5').

Drinking or eating while in the pools is not permitted.

The volume of audio equipment shall always be maintained at a low level so as not to disturb others.

Pool furniture may not be reserved. Towels must be used on the deck furniture to prevent staining from suntan lotion.

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.

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 sixteen (16) are allowed in the sauna.

Use of a pool or hot tub that is closed for maintenance is strictly prohibited.

Swimming in either the indoor or the outdoor pool during inclement weather conditions is prohibited.

D. Dock House

Emergency Aid: First aid kits are located in the cabinet under the sink. An Automated External Defibrillator (AED) is also available.

Facility Cleaning: All fish cleaning is to be completed only in the designated area with the remains disposed in the proper container. The fish cleaning area is to be thoroughly washed-down after use. Fish parts are not to be thrown into the Marina water.

E. Facility Use and Registration

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

1. Executive Board meetings and meetings of committees established by the Executive Board.
2. SeaScape Marina Association Executive Board meetings.
3. SPOA clubs, groups or functions which do not limit participation.
4. Memorial services or community gatherings for deceased Owners following funeral services.
5. Other functions as may be authorized by the Executive Board.

Common facilities can only be reserved for community meetings, events and gatherings. The Facility Coordinator will post reserved meetings, events and gatherings on the community calendar and will consult with the Executive Board when issues arise concerning usage and registration of common facilities.

Reserved use of common facilities will be on a "first come, first served" basis with community meetings, events and gatherings taking priority over a limited attendance activity. Reserving multiple community meetings, events or gatherings at the same facility in consecutive like time periods ("blocking") is limited to registering two (2) scheduled community meetings, events or gatherings at a time so as to provide access to others who may desire a similar time period.

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 (if used for the function), and the facility must be secured.

15. BOAT, TRAILER AND RV STORAGE AREA

SeaScape has a long-term storage facility located off Concordia Avenue for boats, boat trailers, storage trailers, personal watercraft and recreational vehicles (motor homes and campers). This facility is fenced in and offers electrical service and wash-down capability. A SeaScape Property Owner's decal is available from the Community Manager and must be affixed to all stored items

Storage Limitations: Storage is limited. NO more than one (1) space will be assigned per Owner. Owners of multiple lots are also limited to a maximum of one space. Due to limited space, all Owners are not guaranteed a storage space. Only one (1) item is permitted per space. The storage area spaces are assigned on a first come, first served basis. Once filled, Owners can be added to a waiting list by contacting the Community Manager.

Registration: All stored items must be registered by filling out the "Boat, Trailer and RV Registration Form" and display a SeaScape Property Owner's decal. The Owner must be in

possession of the item to be stored at time of registration.

Owners' Responsibility: All stored items must have a legal and current registration in the name of the Owner, tagged, insured and in good working order and appearance. Owners are required to maintain their stored items in a neat state of appearance. Tarps are to be properly secured, hoses are to be neatly stored, no accessories or other equipment or material may be located next to or outside of the stored item, electric and/or water service are to be turned off when you leave. SPOA is not responsible, in any way, for items stored in this area.

16. BOAT, TRAILER AND RV SHORT TERM STORAGE AREA

Storage Limitations: SeaScape's short-term storage facility (located at Beaufain St. and Beauregard) is for temporary placement only. Use of this area is restricted to Owners and their guests. Stored items are not to exceed a 72-hour time period. SPOA is not responsible for items stored in this area and unauthorized items and those items exceeding the 72-hour time limit may be towed at Owner's expense. The Executive Board must approve any non-marine related parking and the time period allotted.

17. RULES ENFORCEMENT POLICY

A. Purpose: This enforcement policy is established for the purpose of defining the process by which the rules, regulations, policies and procedures will be enforced.

B. Scope: This policy applies to all Owners, residents, tenants and guests and shall be enforced in a consistent and impartial manner.

C. Process:

The Community Manager will log all violations by using the "Rule Violation Report" (see attached).

A violation is defined as an act in conflict with the Master Declaration of Covenants, Conditions, Restrictions and Easements for SeaScape at Holden Plantation, the Declaration of Protective Covenants and Easements for Seascape at Holden Plantation, the Bylaws of SeaScape at Holden Plantation Property Owners Association, Inc., the Architectural Design Standards and Guidelines for SeaScape at Holden Plantation, or the rules, regulations, policies or procedures contained in this Handbook.

The Executive Board may impose sanctions for a violation. Such sanctions may include, but not be limited to:

- ✓ Reasonable monetary fines;
- ✓ Suspension of an Owner's right to use all or any common facility
- ✓ Suspension of services provided by SPOA to an Owner or to an Owner's Homesite.

Procedures: Any alleged violation will be processed according to the procedures outlined below:

If a violation pertains to Architectural Design Standards and Guidelines for SeaScape at Holden Plantation, the violation will be referred to the ACC for enforcement.

Optionally, the Owner may receive a courtesy email notification or telephone call from the Community Manager or a member of the Executive Board. Verifiable compliance obtained

through this courtesy process may cease further investigation, documentation, and action.

If compliance is not obtained via the courtesy process, further action will follow the requirements of the North Carolina Planned Community Act, Chapter 47F-3-107.1 and Article XII of the Bylaws of SeaScape at Holden Plantation Property Owners Association, Inc., as amended, regarding enforcement procedure of violations.

At any time within twelve (12) months following the discovery or notification of an alleged violation, the Executive Board, or an adjudicatory panel appointed by the Executive Board, shall serve a written notice ("Notice of Violation Letter") to the Owner.

The Notice of Violation Letter shall:

- ✓ Describe the alleged violation
- ✓ Inform the Owner that the Executive Board, or an adjudicatory panel appointed by the Executive Board, will hold a hearing to allow the Owner to present a statement, evidence, or witness on the Owner's behalf
- ✓ Provide the date and time of the hearing, which shall not be less than ten (10) days from the date of the Notice of Violation Letter

The hearing shall be held in a closed session of the Executive Board, or an adjudicatory panel appointed by the Executive Board.

The Owner shall be allowed a reasonable opportunity to be heard at the hearing.

At the conclusion of the hearing, the Executive Board, or an adjudicatory panel appointed by the Executive Board, shall determine, in its discretion, whether sanctions will be imposed against the Owner.

The Executive Board shall notify the Owner of its determination in writing (the Notice of Sanctions Letter).

D. Sanctions

If the Executive Board, or an adjudicatory panel appointed by the Executive Board, determines that sanctions and/or fines are warranted, it may impose a fine not to exceed \$100.00 per violation for each day more than five (5) days after the decision that the violation continues, without the need for additional hearings.

Any fines levied under this policy shall be an assessment pursuant to the Master Declaration of Covenants, Conditions, Restrictions and Easements for SeaScape at Holden Plantation, and North Carolina law.

If the Executive Board, or an adjudicatory panel appointed by the Executive Board, determines to suspend privileges or services, the suspension may be continued without further hearing until the violation is remedied.

Appeal

If the hearing is held before an adjudicatory panel, the Owner who committed the violation, or whose guests or invitees committed the violation, has the right to appeal the decision to the Executive Board. To do so, an Owner must provide a written notice of appeal to the Executive

Board within fifteen (15) days after the date of the decision. If no adjudicatory panel is appointed by the Executive Board, and the hearing takes place before the Executive Board, then the Owner shall not have a right to appeal.



RULES ENFORCEMENT HEARING PROCEDURES

HEARING PROCEDURES:

1. Statement of violation by Executive Board/Adjudicatory Panel
2. Violator's statement of appeal
3. Review of applicable provisions of the Master Declaration of Covenants, Conditions, Restrictions and Easements for SeaScape at Holden Plantation, the Declaration of Protective Covenants and Easements for Seascape at Holden Plantation, the Bylaws of SeaScape at Holden Plantation Property Owners Association, Inc., or other documents.
4. Discussion with and/or questioning of violator by the Executive Board or the Board-appointed adjudicatory panel
5. Questions and final statement by violator
6. Accused violator excused
7. Discussion and decision
8. Advisement of Executive Board's decision to violator
9. Adjournment

DOCUMENTATION:

Name of Accused Violator: _____

Telephone No.: _____

Source of Requirement:

Description of Alleged Violation(s):

RULING:

Rules Violation Findings/Decision: _____

Executive Board: _____ Date: _____



RULE VIOLATION REPORT – CONFIDENTIAL*

Date of Report: _____

PERSON MAKING REPORT:

Name: _____

Address: _____

Telephone: _____

ALLEGED VIOLATOR:

Name: _____

Address: _____

Telephone: _____

DESCRIPTION OF ALLEGED VIOLATION: (Complete as fully as possible; attached additional pages, if necessary)

Date/Time: _____

Location: _____

Description: _____

WITNESS(ES) (If applicable)

Name: _____

Address: _____

Telephone: _____

Name: _____

Address: _____

Telephone: _____

*******For Executive Board Use Only*******

RULES ENFORCEMENT ACTION TAKEN:

Date: _____

Action Taken: _____

EXECUTIVE BOARD APPROVAL:

By: _____

Date: _____



TENANT INFORMATION SHEET

TENANT & OWNER INFORMATION:

Tenant Name: _____

Address: _____

Telephone: _____

Owner Name: _____

Address: _____

Telephone: _____

Lease Term: _____ Move In Date: _____

ADDITIONAL OCCUPANTS:

Adult Name(s): _____

Children (Name & Age): _____

Pets (Type/Number): _____

VEHICLES:

Make/Model: _____ Year: _____

Plate #/State: _____

VEHICLES CONTINUED:

Make/Model: _____ Year: _____

Plate #/State: _____

Make/Model: _____ Year: _____

Plate #/State: _____

ACCESS DEVICE(S) ISSUED:

Access Cards: _____

FOBs: _____

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 the Management Office
when lease is terminated.

Owner(s): _____

Signature(s): _____

Date: _____

Tenant(s): _____

Signature(s): _____

Date: _____



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 inches (4") or more in diameter at a height of four feet (4') from the ground, shall be removed without prior approval of the ACC.

Date of Report: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

Reason for Change/Removal: _____

Contractor: _____

Arborist/Consultant: _____

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

ACC Use:

On-site Inspection Conducted

Inspected by: _____ Date: _____

Approved

Disapproved

Comments: _____

Owner Signature: _____

ACC Representative Signature: _____

Submit to:
Architectural Control Committee
acc@thecoastalcompanies.com

SEASCAPE AT HOLDEN PLANTATION PROPERTY OWNERS' ASSOCIATION COMMUNITY-WIDE STANDARD

The Community-Wide Standard is hereby established by the Executive Board to state the minimum standard landscaping requirements for improved and unimproved properties in Seascape.

1. Improved property lawns shall be mowed regularly. 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 as appropriate and 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, weed and 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 Executive Board: 2/15/18

SUMMARY OF REVISIONS

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

- 1st Revision **NC HR 1541 Mandated Changes:** 4/20/2006
- 2nd Revision **Gate Pass Procedure:** 1/4/2007
- 3rd Revision **Revised Gate Pass Procedure:** 5/2/2007
- 4th Revision **Holiday Lighting & Decorations:** 2/21/2008
- 5th Revision **Golf Cart Use:** 4/17/2008
- 6th Revision **Composite Rules & Spa Use:** 3/25/2009
- 7th Revision **Storm Shutters & General Rewording:** 6/18/2009
- 8th Revision **Tree Removal & Facility Use & Registration:** 10/15/2009
- 9th Revision **Tree Removal “fines” & Grande Manor House “Use” and “Facility Cleaning”:** 6/17/2010
- 10th Revision **Holiday Season:** 5/19/2011
- 11th Revision **Facility Registration** change the term Facility Manager to Facility Coordinator: 2/16/2012
- 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
 - 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 and using ear buds information changes
 - Add memorial services to facility use
 - Remove “events are to be determined by 10:00” under Facility Conduct
- 14th Revision **Decorative Objects & Flags:** Seasonal decorations from November 15th – January 15th
- 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
- 19th Revision Rules Enforcement procedures to reflect compliance with NC Planned Community Act, Chapter 47F and amended SPOA Bylaws enforcement procedures. Clarifications throughout.
- 20th Revision
 - **Storage Limitations:** Clarification regarding one (1) item per space.
 - Clothes lines are permitted subject to proper placement.
 - Tree removal request forms are to be submitted to the ACC for approval.
 - Landscaping materials must be applied no later than thirty (30) days after delivery.
- 21st Revision **Vehicle Use & Parking:** No more than two (2) separate seventy-two (72) hour periods per calendar month.
- 22nd Revision Updated language for temporary structures, holiday lighting, decorations, references to Community Manager, and reformatted text and layout.