



## **POLICIES AND RULES**

### **Introduction**

1. The following policies and rules were established to promote the health, safety and enjoyment of owners, guests and renters at Sea Colony. These rules shall be executed as stated and enforced without exception or modification. Fines may be imposed for violations of these Policies and Rules.
2. Owners are responsible for complying with these policies and rules and they are responsible for ensuring their guests and renters follow these rules as well.
3. Any phase may establish additional rules as long as they do not negate any of these rules. The phase is responsible for communication and enforcement of the additional rules.

### **Access**

1. All persons, four years of age and older, shall display a current owner or guest ID badge to access Sea Colony East, to access and use any Recreational facilities or amenities, or to use the Sea Colony transportation system.
  - a. Owner IDs may be obtained by owners and their immediate family members. Immediate family members of the titled owners include spouses, civil union partners and domestic partners, and the following of any of the foregoing: children (including sons-in-law or daughters-in-law), grandchildren, mother, father, mother-in-law, father-in-law, brother, sister, or brother-in-law or sister-in-law, nieces or nephews.
    - i. No more than 20 Owner ID's will be issued for each unit. (Units with more than 20 Owner ID badges as of Feb. 9, 2008 may retain them for as long as the owner owns the unit, but no additional Owner ID badges will be issued for these units until the total active number of Owner ID badges is less than 20.
    - ii. As of May 16<sup>th</sup>, 2008, all Owner IDs must have pictures. Those "corporation" or other entity badges previously issued prior to Feb. 9, 2008 without pictures will be replaced at no charge, and shall have pictures of company officers, key company employees, or key owners.
    - iii. Aunts and uncles are not considered immediate family.
    - iv. Children under the age of 4 are not required to have or wear a badge.

- v. New photos may be obtained every 4-5 years at no charge if the old Owner ID badge is returned.
  - vi. A replacement fee of \$10.00 will be charged for lost badges. Owner IDs are not to be used by anyone other than the individual pictured. Owner IDs are not to be provided to guests or renters under any circumstances.
- b. Any homeowner **with a photo ID** is permitted to obtain up to 4 weekly summer season complimentary owner guest badges and up to two (2) additional Homeowner/Guest Temporary Parking Permit Hang Tags per week per unit, *in person*, at the Sea Colony Beach Shoppe at Marketplace. Each summer season guest badge and parking permit is valid for a week.
- i. During the season (from Memorial Day through mid-September) badges will be numbered on a weekly basis and can be obtained on Friday at the beginning of the respective week.
  - ii. Up to four off-season badges may also be obtained at no cost and will be valid from Labor Day through Memorial Day.
  - iii. Owner obtained guest badges and parking permits are for non-paying homeowner guests only. These badges and parking permits are not to be given to renters under any circumstances.
  - iv. Non-Sea Colony people who are “local domiciled residents” (which means: live year round or seasonally, or rent seasonally, or own a residence) in Sussex County, Worcester County or Wicomico County may not use a free owner-provided guest pass.
  - v. If an owner has a guest arriving and no family member with a photo ID is available to obtain additional badges, guests may purchase badges at the current rate provided they present an owner’s letter of introduction. No badges or parking passes will be given without an owner’s letter of introduction.
- c. All renters at Sea Colony are responsible for paying an Amenities Fee. This fee includes a recreation badge as well as up to two parking permits per unit. **Homeowners may not give their renters access to owner guest badges, owner picture badges, or the Family/Guest Parking Permit or the Homeowner/Guest Temporary Parking Permit Hangtag under any circumstances.** Renters at Sea Colony will receive parking passes and recreation badges either at the Sea Colony Beach Shoppe at Marketplace or from their realty company. **A minimum of three badges must be purchased to receive a second parking permit.** A signed *Tenant/Guest Acknowledgement Form* (which notes Sea Colony policies) as well as either the rental lease or an owner’s letter of introduction is required to receive passes and badges. If owners rent independently, they need to provide renters with a copy of the *Tenant/Guest Acknowledgement Form* which is available from the Beach Shoppe at Marketplace, the Sea Colony Recreational Association website, [www.SeaColony.com](http://www.SeaColony.com) or by contacting the Recreational Office Supervisor at 302-541-5988. Renters without badges or parking passes will be denied access to facilities and parking enforcement measures will be carried out.

- d. A badge must be purchased for all occupants of a rental unit that are over 4 years old.
2. All vehicles entering Sea Colony East must display a current Sea Colony owner's ID tag, a valid temporary guest permit or a visitor permit. All vehicles parked in Sea Colony West for more than one hour must display a current Sea Colony owner's ID tag, a valid temporary guest permit or a visitor permit. Temporary permits may be issued to vehicles at the North Gate, at the discretion of Security. No temporary permits will be issued at the South Gate and vehicles without a valid permit will be directed to go to the North Gate. If renters arrive after business hours, they can obtain a short-term pass from Security. These passes are dated and cars with expired passes are subject to tow without notice. Security will provide these passes at the North Gate or the Security desk in Edgewater House. Proof of lease or an owner's letter of introduction is required to obtain short-term passes.
3. Owners must ensure that the management company for their phase always has a current key for access to the unit.
4. No unit shall be rented to anyone under 18 years of age. Whenever the unit is occupied overnight, there shall be someone staying there who is 18 years old or older.

## **Parking**

1. All vehicles must display a valid Sea Colony parking permit while on Sea Colony property. Home owners may be issued no more than three permanent vehicle parking permits, one dashboard parking pass, and two weekly temporary dashboard tags, as needed, for a maximum total of six parking permits per unit.
2. Vehicles shall only be parked in designated parking spaces.
3. Contractors and vendors must park in designated vendor spaces or unreserved spaces. From Labor Day until Friday before Memorial Day, they may use other parking spaces for vehicles, trailers, equipment, dumpsters, etc., only with authorization from the appropriate management company.
4. No vehicle may park in a fire zone or alongside yellow curbs.
5. No unauthorized vehicle shall be parked in a reserved parking space or vendor space.
6. No vehicle may be parked long term and used as a beach storage locker. Cars in violation will be towed.
7. No oversized vehicles, campers, trailers, boats or motor homes are permitted to park at Sea Colony.
8. Vehicles in violation of these parking regulations are subject to enforcement procedures without notification to the vehicle's owner and at vehicle owner's expense. Enforcement

may include violation notice and/or fine, booting and/or towing. These actions will be performed in accordance with the procedures in the Security Policies and Procedures Manual.

9. The owners of vehicles that have been booted will be fined and required to pay the fine to Sea Colony Security prior to release of the vehicle.
10. Owners of vehicles towed from Sea Colony will be responsible for all costs incurred for towing. Owners will be required to pay the towing company for all such expenses.

## **Use of Recreational Facilities**

1. A **valid owner or guest badge** is required to use any of the recreational facilities. This includes the beach, pools, tennis courts, Edgewater exercise room, Freeman Fitness Center and the transportation system.
2. **Smoking**, including electronic and vapor devices, is not allowed on the beach, at the pools, on the Promenade or in any SCRA building or structure.
3. **Beach**
  - a. Guards have the authority to close the beach when weather or ocean conditions make being in the water hazardous. Guards also have the authority to remove anyone who is disruptive or is not complying with policy requiring orderly and proper conduct.
  - b. Glass containers and vehicles are not permitted on the beach at any time.
  - c. Pets are not permitted on the beach from May 15 – October 1.
  - d. All trash shall be deposited in the receptacles provided.
  - e. Swimmers swim at their own risk.
  - f. Specific rules are posted at each beach crossing. Please read and comply.
  - g. From Memorial Day to Labor Day, canopies and tent-like structures must be positioned no closer to the water than midway from the dune fencing to the waterline, and no closer together than 10 feet apart. Exceptions are made at the Beach Captain's discretion. Infant cabanas are exempt.
4. **Promenade**
  - a. Wheelchairs and baby carriages with rubber wheels are the only wheeled devices permitted on the Promenade. An exception to this is that owners, guests and renters in the Phase I garden apartments and Edgewater lanai units may use carts for luggage and belongings.
  - b. Ball playing, Frisbees and other such recreational activities are prohibited on the Promenade.

## **5. Pools**

- a. Guards have the authority to close the pool. Guards also have the authority to remove anyone who is disruptive or is not complying with policy requiring orderly and proper conduct.
- b. Swimmers swim at their own risk.
- c. Specific rules are posted at each pool. Please read them before using the pool and comply with them.

## **6. Tennis Courts**

- a. Reservations are required to utilize any of the 34 tennis courts at Sea Colony.
- b. Specific rules for reserving courts are included in the Tennis Policies and Rules.

## **7. Edgewater Exercise Room**

- a. Access to the Edgewater Exercise Room is gained by scanning an owner or guest badge.
- b. Weight room patrons must be 16 years of age or older.
- c. Personal locks may be placed on lockers while using the facility, but may not be left on the locker when not at the center.
- d. Use of equipment is at the user's own risk.
- e. Specific rules are posted in the Exercise Room. Please read them before using any equipment and comply with them.

## **8. Freeman Fitness Center**

- a. Personal locks may be placed on lockers while using the facility, but may not be left on the locker when not at the center.
- b. Individuals must be at least 16 years old to use the Cardio and Weight room. Patrons 14 and 15 may use the weight room with parental supervision.
- c. Use of equipment is at the user's own risk.
- d. Specific rules are posted throughout the Fitness Center. Please read them and comply with them.

## **9. Transportation System**

- a. Everyone at Sea Colony is encouraged to use the Sea Colony Transportation System to travel between the East and the West during the summer.
- b. All riders must display an owner ID or guest badge.

## **Pets**

1. Anyone issued a valid Homeowner badge is permitted to have pets on property at Sea Colony.
  - a. Pets taken out on the grounds must be registered at the Sea Colony Recreational Office. Proof of current rabies inoculation must be provided at registration. No more than 4 pets may be registered for any unit.
  - b. Once registered, a Sea Colony pet tag will be issued and must be worn by the pet whenever it is on the grounds.

2. Renters or guests bringing pets onto the grounds will be in violation and will be required to kennel their animal(s). **Renters or guests are not allowed to bring pets onto the property even with owner permission.** Following submission of a reasonable accommodation application, and only after approval of that application by the Sea Colony Recreational Office, a guest or renter with a disability may be afforded the reasonable accommodation of an otherwise unpermitted animal; provided, however, such animal must be registered with the Sea Colony Recreational Office, have all applicable shots and otherwise meet the requirements of the law in Delaware, including licensing.
3. Pets shall be walked on designated paths/areas in the East.
4. In accordance with Delaware state law, pets shall be on a leash and under control of the owner at all times.
5. Owners must clean up after pets.
6. Pets are not permitted on the beach from May 15 – Oct. 1. Pets are not permitted on the dune, in the grass areas in front of and east of the high-rise buildings in the beach community at any time.
7. Pets are not permitted on the Promenade at any time. The only exception is for owners in Phase 1 garden apartments and Edgewater lanai units who may use the Promenade when going directly to/from their unit with their pet.
8. Pets are not permitted in any Sea Colony Recreational Facility or building such as, but not limited to, the Tennis Center, Fitness Centers or the pool areas at any time.
9. Owners of pets causing significant annoyance may be directed to remove the pet from Sea Colony by phase officials or Security Officers.
10. Following submission of a reasonable accommodation application, and only after approval of that application by the Sea Colony Recreational Office, anyone with a valid Homeowner badge who has a disability may be afforded a reasonable accommodation with respect to certain of the forgoing pet restrictions.

## **Safety**

1. **Speed Limit**
  - a. The speed limit on all Sea Colony roads is 15 MPH.
  - b. Motor vehicle operation on Sea Colony property is a serious safety concern and is to be considered a privilege granted owners and family, guests and renters, contingent upon observance of the rules. Violators will be required to remove their vehicles from the property or will be subject to towing.

## 2. Grills

- a. Use of any grills is prohibited in the all areas of Sea Colony East except in those areas specifically designated for grilling by a Phase Council or the Recreational Association Board.
- b. Use of grills is permitted in Sea Colony West, as long as the grill is used as directed by Delaware Fire Code which is quoted “**For other than one and two family dwellings, no hibachi, gas-fired grill, charcoal grill or other similar devices used for cooking, heating, or any other purpose, shall be used or kindled on any balcony or under any overhanging portion or within 10 ft (3 m.) of any structure. Listed electrical equipment installed in accordance with its listing, applicable codes, and manufacturing instructions shall be permitted. Equipment that involves the kindling of a combustible material; regardless if a gas, liquid, or solid; is prohibited.**” Questions may be addressed to the Delaware State Fire Marshal at 302-856-5298.

3. **Fireworks** are prohibited in the State of Delaware and, therefore, on the grounds and beach at Sea Colony.

4. Use of **laser devices** is prohibited on the grounds and beach at Sea Colony.

## 5. Flammable Materials

- a. Flammable materials such as paint, paint thinner, gasoline, kerosene, naphtha, and benzene shall not be brought into or used in any Sea Colony Recreational amenity or facility. This does not apply to gasoline in vehicle tanks.
- b. Delaware state law prohibits the use of kerosene heaters and other similar type auxiliary heaters in multi-unit residential buildings such as those at Sea Colony.
- c. Flammable materials shall not be stored in lockers.

6. No items of any kind shall be **thrown or dropped** from the balconies or building walkways.

7. All units shall have **smoke detectors** which are properly maintained and periodically tested.

8. Owners are responsible for maintaining their property and equipment such that it does not cause damage to other units or common elements. Specific requirements are included in each phase Code of Regulations.

9. The heat must be left on during the winter with the thermostat set high enough (55 recommended), or professionally winterized, to prevent freezing and damage in the unit.

10. Any activity which endangers life or property is prohibited.

## **Architectural/Appearance**

1. In general, phase specific rules apply to architectural and appearance issues. Any changes to the exterior appearance or interior structural changes require prior approval by the phase council.
2. All draperies or blinds shall present a white or off white appearance from outside in the East and it is recommended in the West.
3. In general, no type of antenna may be installed on the exterior of any building. However, there is a specific policy that allows installation of satellite antennas under very limited requirements. Refer to the phase management for details.
4. Towels, swim suits and other such items shall not be hung from balconies or other railings.
5. As required by the *Declaration* of most phases, “For Sale,” “For Rent,” “Open House,” similar signs, or other window displays or advertising, shall not be permitted on any part of the property or in any unit.

## **Recreational Vehicles**

1. Bicycles, rollerblades and all other recreational means of transportation are not permitted on the Promenade, building walkways, tennis courts or in the parking garage areas of any high-rise building (except to get to or from bike storage areas).
2. Skateboards and hover boards are prohibited in Sea Colony East.
3. Motorized bikes, scooters or other recreational vehicles must meet Delaware safety equipment requirements, must be registered for on-road use and may only be operated by people with a valid driver’s license.

## **Noise**

1. All persons shall control their noise level so as to not disturb other owners and guests. “Quiet hours” for stereos, musical instruments, televisions, etc., are from 11:00 PM to 8:00 AM. Use of such items must not disturb people in other units. No loitering on the Promenade is permitted during “quiet hours.”
2. No construction or renovation is to be performed between Memorial Day and Labor Day without authorization of the phase council.



3. From Labor Day through Memorial Day, noise resulting from construction or remodeling activity is not to begin prior to 8:00 AM and is not to continue past 6:00 PM.

## **Community Conduct Standard**

To ensure that the family friendly atmosphere in the community continues to be beneficial to all owners, their family and guests, the Board of Directors of SCRA believes that it is desirable to promulgate additional Rules and Regulations concerning community standards of conduct relating to SCRA amenities and common areas.

### **1. Common Courtesy**

All owners, guest and renters (Members) shall use the amenities and services provided by Sea Colony in a respectful manner to all members and refrain from conduct that may reasonably be expected to inconvenience, annoy, embarrass, disturb, frighten or offend any person.

Expressly prohibited involving SCRA Property:

- a. Loud, objectionable, unpleasant and/or disturbing noises;
- b. Creating noxious odors or depositing or leaving anything intended or normally considered to be offensive or unsightly;
- c. Fighting, both verbal and physical;
- d. Defacing, diminishing or destroying property, whether common or that of another person;
- e. Engaging in noxious, dangerous or offensive activities;
- f. Public full or partial nudity in violation of local laws, ordinances or norms;
- g. Public inebriation or drug intoxication;
- h. Public lewd or inappropriate sexual behavior;
- i. Behaving in a manner which causes alarm, apprehension or fear for personal safety;
- j. Engaging in behavior in violation of the law, the Declaration of Covenants, Conditions and Restrictions for SCRA or SCRA Rules and Regulations.

### **2. Civility**

All owners, guests and renters shall be entitled to courtesy and respect from other Members as well as the Managing Agent and its employees. In return, Members shall conduct themselves in a civil and respectful manner when dealing with SCRA representatives. Expressly prohibited are:

- a. Verbal abuse, including raised voice, condescending and derogatory demeanor, and disrespectful and uncivil attitude and tone;
- b. Insults and name calling;
- c. Profanity or vulgarities;
- d. Aggressive, intimidating or threatening actions or behavior;
- e. Unpermitted touching or physical contact;
- f. Sexual harassment, including unwanted communications of a sexual nature;
- g. Communications of any type involving or reflecting any of the foregoing prohibited conduct;
- h. Repeated contacts or communications which are designed to offend, harass, annoy or intimidate.

### **3. Due Process**

All violations of these Community Conduct Standards shall be enforced as set forth in the Rules and Regulations, and the Board shall impose such reasonable disciplinary options or sanctions including fines and/or suspension as the Board shall deem fit to punish the violation, deter future violations and to encourage adherence to such Standards.