



Sea Trail Master Association, Inc.

Rules

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STMA Rules PREFACE

These Rules duly adopted by the Board of Directors of Sea Trail Master Association, Inc. (STMA) are applicable to STMA owned common facilities and all residential property. The Rules have been adopted pursuant to the Second Amended Consolidated Master Declaration and Development Plan (SACMD) for Sea Trail and all supplements thereto, STMA By-Laws, and the Architectural Design Standards (ADS). The Architectural Standards Committee (ASC) responds to submissions pertaining to architectural design. These Rules, their limitations, restrictions, covenants and conditions are binding upon all entities (property owners, tenants, transients, invitees, and guests) who have or may acquire an interest in Sea Trail Resort (STR) residential property and who have the right to use STMA common facilities within STR. If there is any conflict between these Rules and the SACMD, By-Laws, and the ADS, the SACMD shall prevail. The purpose of these Rules is to provide structure and discipline in the STR community for the residential properties and STMA common facilities and to promote respect for and among occupants of STR residential property.

I. GENERAL INFORMATION

These Rules, the SACMD, By-Laws, and the ADS may be accessed on the Sea Trail Property Owners web site www.mapost.org under "About Sea Trail", "Important Documents" (Log In with Password required). A copy may be obtained at cost from the STMA Administrator by written request to STMA P.O. Box 7025, Ocean Isle Beach, NC 28469, or by email to stmaadmin@atmc.net. The owner of a residential unit leased for thirty days or more is required to provide a copy of these Rules to their tenants and to ensure the tenants understand the obligation to adhere to them.

STR is located within the Town of Sunset Beach and Brunswick County in North Carolina. All statutes and ordinances of the State of North Carolina, County of Brunswick, and Town of Sunset Beach are applicable to all real property located within STR.

STMA Rules

II. PROPERTY OWNERS

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

B. **STMA MEMBER CONTACT INFORMATION.** STMA Members are required to provide their mailing address(es), email address(es) and telephone number(s) to the STMA Administrator within ten days of the date the title is acquired. STMA shall be entitled to rely upon the information provided pursuant to this requirement in all notifications required under these Rules and the SACMD. Changes in contact information must be provided to the STMA Administrator within ten days of the date of such change. This information will only be used for STMA notifications and will not be given or sold for any other purpose with the sole exception that it will be provided to STR to allow STR to provide direct notice to property owners of resort events; however, property owners may opt out of receipt of STR notifications by contacting the STMA Administrator in writing (stmaadmin@atmc.net).

III. RULES

A. COMMUNITY SAFETY AND SECURITY:

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

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

b. Storage, Parking, and Streets:

(1) Within STR, storage and/or parking of a mobile home, trailer (with or without wheels), motor home, tractor, truck (other than pick-up trucks), commercial vehicles of any nature, camper, motorized camper or trailer, recreational vehicles, boat or other watercraft (motorized or not), boat trailer or any related forms of transportation devices is prohibited. For purposes of loading or unloading, the foregoing vehicles may be temporarily parked on an owner's property for a period not to exceed 48 hours. Storage spaces commonly referred to as “PODS” are permitted, not to exceed 30 days without specific approval from STMA. During active construction on a residential property, commercial vehicles required to remain in connection with that construction (e.g. dumpsters) may remain on the site of the construction for only so long as may be reasonably required to complete the construction.

STMA Rules

A. COMMUNITY SAFETY AND SECURITY: (continued)

1. USE OF MOTOR VEHICLES, STORAGE, PARKING, AND STREETS (continued)

b. Storage, Parking, and Streets (continued)

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

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

(4) No vehicles shall be parked on the lawn of any residential property or on any vacant lot or vacant property.

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

3. YARD/GARAGE SALES: Display and sale of personal property, commonly known as a "yard" or "garage" or "estate" or similar sale, is permitted. A permit must be obtained from the Town of Sunset Beach at least 48 hours before the start of the sale. (The cost at time of this publication is \$5). Such sales are limited to one day only during daylight. The STMA Administrator shall be provided a copy of the permit prior to the event.

4. GOLF COURSE USE AND SAFETY:

a. The Maples, Jones and Byrd golf courses are owned and operated by STR, an entity separate and distinct from STMA. Rules governing the safety and use of the golf courses and the golf cart paths are the responsibility of STR. The reference in these Rules related to the golf courses is only informational and subject to the rules of the golf course owner/operator (STR).

b. STR has implemented an Adopt-A-Hole Program whereby Sea Trail homeowners voluntarily care for one of Sea Trail's 54 holes of golf. With the exception of those property owners participating in the "Adopt-A-Hole Program" or any other activity specifically sanctioned by Sea Trail Resort, walking, jogging, bicycle riding or dog walking is not permitted on the cart paths at any time.

c. In accordance with the SACMD and the property owner's deed, there exists an easement across each residential property on a golf course to permit a user of the course to enter individual property on foot to retrieve an errant golf ball. The easement does not permit golfers to play a ball from a residential property. Driving golf carts on residential property from the golf course while in the course of playing golf is prohibited.

STMA Rules

B. RESIDENTIAL PROPERTY USE:

1. **APPLICABLE ORDINANCES.** All Ordinances of the Town of Sunset Beach Brunswick County and the State of North Carolina are applicable to all properties within STR.

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

a. The existence or operation of the activity is neither apparent nor detectable by sight (including signs), sound, or smell from the exterior of the residence.

b. The activity does not require regular visitation to the residence by clients, customers, employees, agents, suppliers or other business invitees, or the solicitation of other residents of STR.

c. The activity is consistent with the residential character of STR and does not constitute a nuisance, hazardous or offensive use or threaten the security or safety of other residents of STR.

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

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

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

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

7. **FIREWORKS.** Discharging of fireworks or any incendiary device within STR is prohibited.

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

STMA Rules

C. PROPERTY MAINTENANCE:

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

a. Major yard areas shall be continually covered with grass or acceptable alternative mulch defined as an earth tone, shredded, hardwood product or pine straw.

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

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

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

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

f. Accumulation of trash, debris, and/or other unsightly litter is prohibited. Refer to the Yard Waste Disposal section (pg. 7, III. C. 14). Depositing or dumping of any yard waste (such as grass clippings, shrubbery clippings, tree branches, etc.) on any improved or unimproved lot not owned by the property owner or on any common area is prohibited.

g. Property owners shall insure that their vacant residential lots are well maintained with no unattractive growth, fallen trees, heavy logs or accumulation of rubbish or debris including after a significant weather event. In accordance with the Town of Sunset Beach Ordinances, all vacant lots shall be bush hogged not less than two times per calendar year, once in the spring and once in the fall of each year. In the event of failure to comply with this requirement and the Town of Sunset Beach Ordinance and STMA is required to comply; the costs for such compliance shall be assessed to the property owner, with collection subject to STMA adopted collection policy and the statutes of the State of North Carolina.

2. **EXTERIOR LIGHTING:** Exterior lighting is encouraged but should not cause an adverse nighttime environment to any surrounding property, and must be approved in accordance with the ADS. Security lighting is permitted, but should be directed to avoid adversely affecting the neighbors.

3. **DAMAGED AND REBUILT IMPROVEMENTS:** The residue of any building or improvement wholly or partially destroyed, which is not rebuilt within nine months of the event of destruction shall be removed no later than nine months from the event of destruction. Any building or improvement to be rebuilt must comply with the ADS.

4. **ANTENNAS & TV DISHES:** Installation of an Antenna or TV dish requires approval in accordance with the ADS. Refer to the ADS for requirements.

STMA Rules

C. PROPERTY MAINTENANCE: (continued)

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

6. **LAUNDRY:** Hanging of laundry, including beach towels and blankets from any exterior area, furniture, line, appliance, or vehicle is prohibited.

7. **SIGNS:** Real Estate Resale signs must be in accordance with ASC Design Standards (see the STMA website www.mapost.org or contact the STMA Administrator). Other For Sale signs for household items, crafts, etc. are not permitted. Examples of signs which are permitted include Welcome Home, or It's a Boy/Girl, Congratulations, etc. that are not larger than 2' x 2', attractive, and should only be displayed a maximum of 48 hours.

8. **POLITICAL SIGNS:** A Political sign is defined as a sign which attempts to influence the outcome of an election including supporting or opposing an issue or candidate. Political signs are permitted as long as they are placed no more than 45 days before the election and removed not later than seven days after the election. Such signs must be placed in the property owner's yard, and may not be attached to trees, fences, utility poles, or in salt marsh areas. Political signs should not exceed 2'x2'. Political signs facing the golf courses are prohibited. Only one sign per candidate/issue, is permitted. A maximum of three political signs is allowed.

9. **EXTERIOR AMENITIES:** Flags, flagpoles, banners, numbers, letters, fountains, statuary, birdbaths, and anything of similar nature other than natural vegetation must comply with the provisions of the ADS.

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

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

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

STMA Rules

C. PROPERTY MAINTENANCE: (continued)

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

14. **YARD WASTE PICK-UP AND DISPOSAL:** Property owners shall be responsible for the proper preparation for disposal of all yard waste in accordance with the Ordinances of the Town of Sunset Beach. All yard debris must be either bagged or bundled and must be placed at the street no earlier than 2:00 p.m. the day prior to collection, and at least by 7:30 a.m. on the scheduled day of pickup. If a reusable container is used, it must be pulled back to the house and out of view by 6:00 p.m. on the day of pickup. Plastic bags are prohibited. Thirty gallon brown paper lawn and refuse bags will be accepted. Thirty gallon trash cans may be used. Limbs and branches cannot be longer than four feet and must be bundled together with rope; each bundle must weigh no more than 50 pounds. Every effort shall be made to conceal and store yard waste out of sight prior to the appropriate pick-up day. Placing yard waste in the street or on undeveloped property is prohibited.

15. **IRRIGATION WELLS:** Installation or maintenance of a well for the purpose of providing irrigation water benefiting the home site landscape improvements must meet ADS. Diversion of water from any lakes, ponds or lagoons for landscape maintenance or for any other purpose is prohibited.

16. **WATER RUN-OFF.** ASC approval of STR residential property construction does not assure that proper lot drainage is provided. All residential properties are subject to the storm water Rules of the State of North Carolina, and the provisions of the SCAMD.

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

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

STMA Rules

D. PETS:

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

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

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

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

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

e. With the exception of service animals assisting a person using a facility, pets are not permitted within common facilities buildings or their exterior property.

2. PET NUISANCE RESOLUTION: If a property owner, tenant or guest is bothered, disturbed or threatened by a pet within STR, he/she shall first contact the owner of the pet in an effort to resolve the issue. If this proves unsuccessful, the person should contact the Sunset Beach Animal Control Office to formally register a complaint. In addition, if the pet owner is in violation of any portion of these Rules regarding pets, the person so bothered may file a Rule Violation Report as provided elsewhere in these Rules.

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

1. SINGLE FAMILY DETACHED RESIDENCES: Rental of any residence or part of any residence located on a single family detached lot for any compensation or barter for a period of less than 90 days is prohibited.

2. OTHER THAN SINGLE FAMILY DETACHED RESIDENCES: STR includes several developments consisting of varied forms of residential ownership and architectural styles established by the instruments creating the respective developments, and which restrict the period for rental of the units within the respective developments, all of which are subject to the SACMD and these Rules. Rental of any unit or portion of any unit for any compensation or barter for a period less than that permitted in the instrument establishing the respective development is prohibited and constitutes violation of these Rules.

3. COPIES OF LEASES: Property owners of all leases for rentals for a period of ninety days or more shall provide a copy of the lease to the STMA Administrator prior to occupancy by the tenant(s).

STMA Rules

E. RENTAL OF PROPERTY; TENANTS, TRANSIENTS, INVITEES, GUESTS: (continued)

4. TENANTS, TRANSIENTS, INVITEES, GUESTS: For purposes of these Rules, a tenant shall be defined as anyone in possession of a property owner's residential unit in exchange for any sort of consideration for more than thirty days. A transient is an occupant of a residential unit for less than thirty days. An invitee is a person or persons that the property owner or other authorized occupant has invited for business purposes. A guest is a family member or acquaintance invited to the property for a reasonable period of time.

a. Tenants, transients, invitees, and guests of property owners are not members of STMA. However, they are subject to the STMA Rules that govern STMA and the use of the common areas and common facilities.

b. Property owners shall be responsible for the actions of their tenants, tenant's guests, transients, invitees, and any guests of the property owner while they are at STR, and shall be held responsible for their conduct and any damage to the STMA common areas, facilities and equipment or furnishings of the common STMA facilities, violations of the SACMD, and these Rules caused by any of their tenants, transients, invitees, and/or guests.

c. Tenants, tenant's guests, transients, invitees, and any guests of the property owner shall not be entitled to reserve any of the STMA common facilities

d. Tenants, tenant's guests, transients, invitees, and any guests of the property owner shall not be permitted the use of STMA facilities unless: (1) accompanied by a property owner; or (2) the property owner gives the individual their owners' access card and provides an executed Notice of Permission to Use Property Owners' Access Card on the form attached as Appendix IV to these Rules; or (3) the property owner provides email or verbal notification to the STMA Administrator prior to such use, unless accompanied by the property owner. In the event a property owner provides the permission required herein, the property owner shall forfeit his or her facility use rights during the term of the permitted use of the access card, unless the individual is accompanied by the property owner in the use of the common facility.

5. TENANT INFORMATION FORM: A property owner allowing tenants to use their access card shall, prior to occupancy for any period of thirty days or more, insure that a completed Tenant Information Form is provided to the STMA Administrator. The Tenant Information Form is available at www.mapost.org, and as Appendix V to these Rules.

STMA Rules

F. USE OF STMA COMMON FACILITIES:

1. GENERAL: The STMA common facilities are established and maintained for the benefit of the residential property owners of STR. Anyone using the STMA common facilities, or any of their components, shall do so at their own risk. All Property Owners shall be required to execute a Waiver of Liability form prior to issuance of a Property Owners' Access Card which may be obtained from the STMA Administrator, at www.Mapost.org, or the Access Committee, and is attached to these Rules. Property Owners should notify their tenants, guests, and invitees that Common Facilities have Video Surveillance. Property Owners are responsible for the actions of their tenants, guests, and invitees.

a. The STMA common facilities are as follows:

- (1) The swimming pools and outdoor SPA/HOT TUB at the Maples Activity Center (MAC);
- (2) The Jody Hughes Library at the MAC;
- (3) The meeting rooms in the MAC, as provided in F., 10, pg. 19, et. seq.;
- (4) The main room of the Pink Palace, as provided in F., 10, pg. 19, et. seq.;
- (5) The Chapel On The Green;
- (6) The Tennis Courts at the MAC;
- (7) The PickleBall courts at the MAC;
- (8) The Barbeque Grills at the MAC;
- (9) The swimming pool at the Pink Palace (PP);
- (10) The Sea Horse Room in the PP;
- (11) The Sunset Room in the PP;
- (12) The Multipurpose Room in the Creek Side Building;
- (13) The indoor SPA/HOT TUB in the Creek Side Building;
- (14) The Fitness Center in the Creek Side Building;
- (15) The Sauna in the Creek Side Building;
- (16) The Bocce Court at the Creek Side Building;
- (17) The Horseshoe pit at the Creek Side Building;
- (18) The Barbeque Grills at the Creek Side Building;
- (19) The Beach Parking Lot; and
- (20) All kitchens, storage closets, bathrooms and other rooms incidental to the use of the above facilities.

b. STMA common facilities available only by reservation are as follows:

- (1) The meeting rooms in the MAC, as provided in F., 10, pg. 19, et. seq.;
- (2) The main room of the Pink Palace, as provided in F., 10, pg. 19, et. seq.;
- (3) The Chapel, as provided in F., 12, pg. 24;
- (4) The Tennis Courts, as provided in F., 8, pg. 18;
- (5) The PickleBall Courts, as provided in F., 9, pg. 19;
- (6) The Sea Horse Room, as provided in F., 10, pg. 19 et. seq.;
- (7) The Sunset Room, F., 10, pg. 19 et. seq., and
- (8) The Multipurpose Room in the Creek Side Building, F., 10, pg. 19 et. seq.

STMA Rules

F, USE OF STMA COMMON FACILITIES: (continued)

2. ACCESS CARDS: A maximum of two individuals per residential property as identified in II PROPERTY OWNERS, A. STMA MEMBERS on page 2 above in good standing are entitled to a Property Owners' Access Card in their name at no cost which will provide them with electronic access to all STMA common facilities as provided in these Rules. Individuals or entities with multiple properties or properties with more than two individuals who meet the foregoing definition will be authorized only two (2) Access Cards, regardless of the number of properties owned or the number of individuals who may meet the definition to be otherwise entitled for issuance of an access card. Individuals applying for an access card shall complete and sign an "Amenity Access Card Request Form" which is attached as Appendix VI acknowledging the receipt of said cards and recognition of the rules for card usage. These cards will be issued during normal business hours for STMA by telephoning 910-579-5374 for an appointment. After normal business hours and on weekends, an Access Committee representative should be contacted by telephoning 910-575-8284 for an appointment for issuance of a card. The Access cards will permit standard access to all STMA common facilities set forth in F.1.a, above, including the pools, tennis court, Creek Side Building, Fitness Center, Spa/Hot TUB, Sauna, Library, and Beach Parking Lot from 6:00 AM to 10:00 PM daily, and events at the MAC, Pink Palace, Creek Side Building Multipurpose Room, Sea Horse Room and Sunset Room identified in F.1.b above which have been scheduled through the Calendar Coordinator (CC) as set forth in paragraph F. 4 below. The Chapel may be reserved through the Chairperson of the Chapel Committee by calling the telephone number listed in the Sea Trail Master Association Membership Directory.

a. Individuals who have been issued access cards and no longer meet the requirements of II, A, pg. 2 above will have their access cards deactivated immediately upon change of status. If the individual continues to meet the requirements for issuance of an access card, with regard to another property, access will be retained at their currently defined level.

b. Lost or stolen access cards must be reported to STMA immediately. A replacement card will be issued in return for \$25 cash or check payable to STMA. Credit cards will not be accepted. The replacement card will be issued during normal business hours for STMA by telephoning 910-579-5374 or after normal business hours and on weekends by the designated non-business hours STMA representative by telephoning 910-575-8284. The lost or stolen card will be de-activated, and the new card activated at the lost or stolen cards' previously defined access level. If a card is deemed inoperable, and no physical damage is present, the card will be replaced at no charge. If physical damage is present, a replacement card will be issued in return for \$25 cash or check payable to STMA. Credit cards will not be accepted. The inoperable card will be de-activated, and the new card activated at the inoperable cards' previously defined access level.

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

STMA Rules

F, USE OF STMA COMMON FACILITIES: (continued)

2. ACCESS CARDS: (continued)

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

3. GENERAL GUIDELINES FOR TEMPORARY CARDS:

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

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

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

d. Duration of a temporary card will not exceed 30 days.

e. Only one temporary card will be issued at a time, with a maximum of 3 temporary cards for a calendar year.

f. Deposit refunds will be granted only when the temporary card is returned in working order within seven days of the predetermined time for surrender of the temporary card.

g. Photo ID of the person requesting the card is required.

h. Access card holders acknowledge that he/she and or guest(s) are utilizing the facilities at their own risk and peril and agree to assume responsibility for the rules compliance, action of their guest(s), and any damage incurred while using the facilities.

i. An access card holder requesting a temporary access card shall complete the information required on the Temporary Access Card Application Form attached as Appendix III to these Rules.

j. A guest of an access card holder shall complete the Temporary Access Card Application Form and also provide the card owners' name and address and access card number beginning with 1711-----, and the start and end date of the visit, not to exceed 30 days from the start date.

k. Temporary cards will not be issued to card holders or guests that have not picked up their permanent cards.

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

4.. ACCESS TO STMA COMMON FACILITIES:

a. The outdoor facilities and bathrooms at the Pink Palace, the outdoor facilities and the bathrooms at the MAC, the Creek Side Building, the Sauna, the SPA/HOT TUB in the Creek Side Building, the Fitness Center, the Library, and the Beach Parking Lot are open and available for use from 6:00 AM until 10:00 PM daily, and the Chapel is available by reservation through the Chapel Committee as set forth in paragraph F.12 below. All of the foregoing facilities shall be vacated by no later than 10:00 PM. Use of any facility before the opening time or after the closing time is prohibited. STMA reserves the right to change the hours of operation or close any facility as may be needed for maintenance and/or repair.

b. Access to the meeting room in the MAC, the meeting room in the Pink Palace, the Sea Horse Room, the Sunset Room and the Multipurpose Room in the Creek Side Building is limited and is by reservation only. Reservations may only be made by a property owner for any event permitted under these Rules by contacting the Calendar Coordinator (CC) by telephoning 910-575-7555.

c. Tenants, tenant's guests, transients, invitees, and any guests of the property owner shall not be permitted the use of STMA common facilities unless: (1) accompanied by a property owner; or (2) the property owner gives the individuals their owners' access card and provides an executed Notice of Permission to Use Property Owners' Access Card on the form attached as Appendix IV to these Rules; (3) or provides email or verbal notification to the STMA Administrator prior to such use. In the event a property owner provides the permission required herein, the property owner shall forfeit his or her facility use rights during the term of the permitted use of the access card, unless the individuals are accompanied by the card holder.

d. With the exception of the STMA facilities in the Creek Side Building, to use the STMA common facilities, property owners, tenants, tenant's guests, transients, invitees, and any guests of the card holder must be at least 16 years of age or in the presence of a responsible individual at least 18 years of age. To use the Creek Side Building Fitness Center, SPA/Hot Tub, and the Sauna, property owners, tenants and guests must be at least 14 years of age and in the presence of a responsible individual at least 18 years of age. The special age requirements are posted at those facilities. Card holders shall be responsible for the proper conduct of their tenants, tenant's guests, transients, invitees, and any guests of the property owner.

5. GENERAL RULES FOR STMA COMMON FACILITIES:

a. Smoking at the Pink Palace/MAC, Creek Side Building and their facilities including the pool area, tennis courts and balconies is prohibited.

b. With the exception of service animals accompanying a special needs individual, pets are prohibited everywhere in the common facilities.

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

5. GENERAL RULES FOR STMA COMMON FACILITIES: (continued)

c. Any games, sports, or other activities conducted in any of the common facilities, which are deemed to be, in the sole discretion of STMA or its authorized representative, detrimental to the health, safety, or the enjoyment of the participants or others using the common facilities are prohibited.

d. The use of glass or breakable containers on or in any STMA common facility, other than the meeting/party rooms of the Pink Palace/MAC and the Creek Side Building Multipurpose Room, is prohibited.

e. Indoor and outdoor showers are provided for use prior to and after utilization of the pools, SPA/HOT TUBs, and Sauna. Use of these showers to rinse off beach sand is prohibited.

f. The Outside gates at the Pink Palace and the MAC swimming areas shall remain locked except when opened temporarily for entry or exit. Propping open or holding open of any gates or doors to any facility is prohibited and will trigger a silent alarm. Property owners who enter or exit a facility should ensure that anyone who passes through the gate or door opened by the property owner is authorized; i.e., they have their own access card.

g. Care shall be taken to protect the landscaping in the landscaped areas.

h. All individuals using STMA common facilities are urged to cooperate in keeping the areas clean. Disposal of paper goods, garbage, trash or recyclables in any place, other than the designated containers, is prohibited. After use of the cooking grills, they should be turned off and permitted to cool. The cooking grates shall then be cleaned and the grills closed and covered.

i. Bulletin boards are provided in the Pink Palace, Creek Side Building and the MAC for the sole purpose of posting information of interest to property owners. Posting or circulation of commercial advertisements in the Pink Palace, Creek Side Building and the MAC is prohibited.

j. The responsible consumption of alcoholic beverages by those of legal age is permitted. The statutes and Regulations of the State of North Carolina dealing with alcohol, smoking, use of controlled dangerous substances and illegal drugs are applicable and any conduct which would constitute a violation of those statutes and regulations is prohibited.

k. Any damage to furnishings and/or equipment shall be reported immediately to the Calendar Coordinator @ 910-575-7555.

l. Ice in the ice-makers is for premises use only. Filling personal coolers is prohibited.

STMA Rules

F. USE OF STMA COMMON FACILITIES (continued)

5. GENERAL RULES FOR STMA COMMON FACILITIES: (continued)

m. In case of an emergency, call 911 for assistance. Telephones are located in all facilities. Automatic Electronic Defibrillators (AEDs) are located in the Creek Side Building Fitness Room, the Pink Palace Building between the Sunset and Sea Horse Rooms, and the Jody Hughes Library in the MAC.

n. Commercial solicitation and/or sales are prohibited in all of the common facilities.

o. Skateboarding is prohibited at all common facilities.

6. **FITNESS CENTER:** To use the Fitness center, individuals must be at least 14 years of age. Individuals under 14 years of age are not permitted in the Fitness Center for any reason. Anyone using the Fitness Center is responsible for his/her own safety. There is no attendant on duty. STMA is not responsible for any injuries. Persons using the Fitness Center shall be subject to the following rules, regulations, policies and procedures:

a. Proper attire must be worn while using the exercise equipment. Wet swimwear is prohibited. Shirts and proper athletic footwear are required.

b. Instructions posted on or in proximity to each piece of equipment must be followed.

c. Contact surfaces on or near equipment shall be wet wiped after use, with supplies provided.

d. Use of cardio equipment is restricted to thirty (30) minutes when others are waiting.

e. Eating in the Fitness Center is prohibited.

f. Individuals using the Fitness Center shall be considerate and respectful of other users. The volume of the television, radio, recorders and CD players shall be kept at a level not to interfere with the peaceful enjoyment of others.

g. Misuse of equipment shall result in possible rules violations and fines.

h. When departing the Fitness Room, all fans, lights and the television shall be turned off, provided no others are currently using the room.

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

7. SWIMMING POOLS, MAC OUTDOOR SPA/HOT TUB, AND CREEK SIDE BUILDING INDOOR SPA/HOT TUB AND SAUNA: The pool areas may not be reserved for private parties. The use of the swimming pools, MAC outdoor SPA/Hot Tub, Creek Side Building indoor SPA/Hot Tub and Sauna, and adjacent decks and access ways are at the users' own risk at all times. No lifeguard is present. Use of the Creek Side Building indoor SPA/Hot Tub or Sauna by individuals under the age of fourteen (14) years is prohibited. For Pool use, anyone under the age of sixteen (16) years must be under the direct supervision of an adult (18 years of age or older). Persons using the pools, Creek Side Building indoor SPA/Hot Tub, and Sauna, shall be subject to the following rules, regulations, policies and procedures:

a. Showers are required prior to entering the pools, SPAs/Hot Tubs, and Sauna.

b. Running and/or horseplay is prohibited.

c. Use of any of these facilities under the influence of alcohol, illegal drug/ substances, or prescription medication which may impair normal activities is prohibited.

d. Spitting or nose blowing in the pools, SPAs/Hot Tubs and/or Sauna is prohibited.

e. Due to the risks of nausea, dizziness and fainting, for the safety of individual users, the SPAs/Hot Tubs and Sauna should not be used alone. A reasonable time of use (10-15 minutes) should be observed. Caution including consulting a doctor should be used by persons with medical conditions that may be adversely affected by the high temperatures in these facilities. Pregnant women and people with high/low blood pressure may be exceptionally vulnerable to the high temperatures in the SPAs/Hot Tubs or Sauna.

f. Possession or consumption of food or beverages in any SPA/Hot Tub, Sauna, pools or within three (3) feet of the pools is prohibited.

g. Use of any of the facilities discussed in this section by persons with any condition or disease transmittable via water is prohibited.

h. Use of any of the facilities discussed in this section by persons with communicable diseases, eye, ear or nasal infections is prohibited.

i. Use in the pools of large flotation devices (floats or rafts), snorkeling or scuba equipment, other than a mask is prohibited. The use of small floats, toys, balls, or other similar objects is permitted; however, use of such objects must not interfere with the peaceful enjoyment of others.

j. Noisy or hazardous activity, boisterous or rough play, and excessive splashing are prohibited.

k. The volume of audio equipment shall be kept at a low level at all times so as to not interfere with the peaceful enjoyment of others.

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

7. SWIMMING POOLS, MAC OUTDOOR SPA/HOT TUB, AND CREEK SIDE BUILDING INDOOR SPA/HOT TUB AND SAUNA: (continued)

l. Use or possession of glass or breakable objects in the pools, SPAs/Hot Tubs, and/or Sauna areas is prohibited; Broken glass in a pool will require draining and cleaning, the cost of which will be charged to the property owner(s) responsible.

m. Diving is prohibited.

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

o. Appropriate attire should be worn at all times. Infant children not potty trained must wear a product similar to Huggies Little Swimmers disposable swim pants. Diaper changing is limited to the restrooms.

p. For health reasons, swimming pools must be closed for up to 24 hours after someone accidentally defecates in the pool, while the pool is shocked with chemicals. Parents and those responsible for younger children are encouraged to provide a degree of due diligence to ensure children are taken to restrooms periodically to prevent accidents.

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

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

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

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

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

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

w. Smoking in the pool area is prohibited.

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

7. SWIMMING POOLS, MAC OUTDOOR SPA/HOT TUB, AND CREEK SIDE BUILDING INDOOR SPA/HOT TUB AND SAUNA: (continued)

x. Proper operation of the indoor SPA requires that the windows and doors of the Spa shall remain closed at all times except the doors to permit entry and exit. Opening of the windows to the indoor Spa or propping open of the doors is prohibited.

y. The propping open of any doors to any facility for any purpose other than maintenance is prohibited.

8. TENNIS COURTS: The tennis courts are open from 6:30 AM -10:00 PM. The use of the tennis courts shall be subject to the following rules, regulations and procedures:

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

b. Other than the STTA, individuals may not reserve the tennis courts for tennis.

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

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

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

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

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

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

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

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

8. TENNIS COURTS: (continued)

j. Playing tennis during inclement weather is not recommended. No safety procedures or storm systems are being utilized to protect individuals from lightning strikes or other dangerous conditions. Players must be vigilant when the weather is changing.

k. Broken tie downs, nets, chairs or court surface should be reported to the STMA Administrator's office.

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

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

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

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

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

9. PICKLEBALL COURTS: One tennis court at the MAC has been lined for playing PickleBall. The use of that court is reserved for PickleBall play as posted in the information box at the court.

10. PINK PALACE, MAC, CREEK SIDE BUILDING MULTIPURPOSE ROOM, SEA HORSE ROOM, AND SUNSET ROOM: Reservation of the Pink Palace meeting room, Sea Horse Room, Sunset Room, Creek Side Building Multipurpose Room and the MAC is limited exclusively to property owners, with all reservations to be made through the Calendar Coordinator by telephoning at 910-575-7555 or email at stmacalendar@atmc.net. The use of these facilities is limited to property owners and their invited guests. The property owner must be in attendance at the activity/function. Use of any of these facilities for the conduct of a business or to generate income is prohibited. A group of property owners planning to use the facility for a specific type of activity exclusively for property owners, may bring in an instructor who has a business established outside of STR; the instructor may be entitled to receive compensation from the individual property owners participating in the activity. AV capabilities are available at the Pink Palace Main Room.

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

10. PINK PALACE, MAC, CREEK SIDE BUILDING MULTIPURPOSE ROOM, SEA HORSE ROOM, AND SUNSET ROOM: (continued)

a. This paragraph amplifies the STMA Policy For Use of the Pink Palace Large (Main) Room. The large meeting room in the Pink Palace shall be made available upon request to STMGA, STLGA, and the Lady-Niners for their meetings and events, quarterly building maintenance, emergency building repairs, receptions for funerals, and meetings requested by the STMA Board. If a small group is scheduled to use the room when such need arises, the event for the small group will be cancelled on that date. For the golf groups, notice will be given to the affected group as soon as golf rounds times are established by Sea Trail. Private affairs such as weddings, showers and parties are excluded from this policy and will not be required to cancel their event. The members of a group which has had its activity cancelled under this policy may contact the CC at 910-575-7555 or stmacalendar@atmc.net and reserve an available room in advance for the event which has been cancelled. Additionally, if a room is not available in STMA facilities, it may be able to be scheduled at Magnolia's. It is not the responsibility of the golf groups, other groups, or individuals to notify any group regarding cancellations. All communication of group cancellations is the responsibility of the CC.

b. Examples of activities for which the facilities included in this section may be reserved include, but are not limited to the following:

- STMA membership meetings;
- STMA Board of Director Meetings;
- STMA Committee meetings;
- Events sponsored or conducted by STMA Clubs and organizations, including guest speakers provided the purpose of the event is not to generate an economic advantage for the speaker;
- Community events for residents of STR;
- Village events for residents of STR;
- Neighborhood events for residents of STR;
- Exercise classes restricted to STR property owners and their invited guests;
- Games and Card Playing restricted to STR property owners and their invited guests;
- Miscellaneous Group Functions restricted to STR property owners and their invited guests, and
- Weddings, funeral receptions, and family celebrations for STR property owners or direct family members where a STR residential property owner is in attendance.

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

10. PINK PALACE, MAC, CREEK SIDE BUILDING MULTIPURPOSE ROOM, SEA HORSE ROOM, AND SUNSET ROOM: (continued)

c. To assist property owners in choosing a facility for their event, the following room information is provided for STMA Common facilities requiring a reservation:

- Pink Palace - Main Room: Maximum Capacity 151 with full kitchen (range, oven, microwave, refrigerator, sink, garbage disposal); access to the ice machine; TV, video, and sound system; 10 round tables with 40 chairs; 10 long tables in the closet; about 50 additional chairs where the ice machine is located;
- Pink Palace - Sunset room – Maximum Capacity 36 with refrigerator, microwave, small coffee maker, sink. There are 6 round tables with 24 chairs;
- Pink Palace - Seahorse room - Maximum Capacity 18 with poker table, 1 card table, TV and 10 chairs;
- Creek Side Building Multi-purpose Room, maximum Capacity 140; Six tables and about 20 chairs in closet. Small kitchen with microwave and coffee machine, and
- MAC - upstairs maximum Capacity 86 with full kitchen and ice machine. 11 tables and 44 chairs; also some folding chairs.

The individual set up for the use of each room will determine the actual maximum capacity.

d. Examples of activities for which these facilities may not be reserved include, but are not limited to, the following:

- Political Meetings/Fundraisers, Activist Group Meetings/Activities;
- Business meetings of any kind that involve the solicitation of business;
- Meetings of legally registered organizations not established under STMA, whether for profit or not for profit, unless such meetings receive prior approval from the STMA Board of Directors; and
- Seminars or meetings for the sole purpose of generating commercial opportunity for the participants in the seminar/meeting.

e. The STMA Board of Directors reserves the right to deny reservation rights to any property owner for any event it determines in its sole discretion to be an event not within the intent and purpose of the existence of these common facilities.

f. The STMA Board of Directors reserves the right to permit a reservation for any event which is not specifically included in this section which it determines in its sole discretion to be in the best interests of STMA and the property owners.

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

10. PINK PALACE, MAC, CREEK SIDE BUILDING MULTIPURPOSE ROOM, SEA HORSE ROOM, AND SUNSET ROOM: (continued)

g. Procedure for reserving any of the facilities under this section:

- Property Owner must contact the CC (910-575-7555) or email: stmacalendar@atmc.net to reserve a facility and time, providing names of no more than four property owners conducting the event, and requiring access, the facility to be reserved, the reservation date, and total time for the event including any required set-up and clean up time;
- Property Owner will receive a confirmatory email from the CC as to the location, date, time and Rules for which they have reserved access to the facility;
- Prior to the event, the property owners(s) will receive an e-mail from the Access Committee advising of when and how to access the facility, prohibitions against propping doors open, and instructions for action to be taken on early termination of their event;
- Property Owner shall respond to the email from the Access Committee member confirming receipt of the notice and any inaccuracies or changes;
- Property Owners' access cards will be activated for the scheduled facility and times;
- If the event is terminated prior to the scheduled end time, the property owner(s) shall be required to notify the Access Committee 15 minutes prior to leaving the facility by telephoning at 910-575-8284 to enable locking of the facility;
- Notwithstanding the reservation system, the meeting and administrative needs of STMA and STMA sponsored events shall take precedence over and may preempt, with timely notification, any prior reservation. STMA reserves the right to limit and/or suspend group activities when requests for the meeting facilities increase and priorities must be established.

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

10. PINK PALACE, MAC, CREEK SIDE BUILDING MULTIPURPOSE ROOM, SEA HORSE ROOM, AND SUNSET ROOM: (continued)

h. When the reserved facility event is over, the facility should be returned to its original state, ready for the next event. The property owner(s) who reserved the facility are/is responsible to ensure this is done. Requirements for use of the reserved facilities as may be applicable are as follows:

- Vacuum the carpet, spot clean any spills on carpets, and sweep hardwood floors;
- Clean counter tops, tabletops and appliances;
- Clean and wash all pots, dishes and utensils utilized during the event;
- Turn off oven after use;
- Return all furniture to its proper place and store extra tables and chairs in the storage areas;
- Empty all trash and recycling containers, replace garbage bags in the receptacles, and dispose of trash and recyclables in the outside containers;
- Remove items brought to the facility and empty the refrigerator of all contents;
- Turn off all lights and fans. Note: security lights will remain lit;
- Return the closet and restroom keys to the MARKED drawer;
- Close and lock all doors including the bathrooms;
- Lock windows in the kitchen area;
- Audio and television equipment which has been used shall be turned off and all remotes returned to the chargers;
- In the event any persons attending the scheduled event have accessed any pool area after 10:00 PM, close and secure all umbrellas, police/ pick up all refuse in or around the pool area which those attending may have accessed; and
- As to the Pink Palace Meeting Room, close the door leading to the chair storage and ice machine area.

i. The cookout area may not be reserved for exclusive use. It is available on a first come, first served basis and is administered under a self-monitoring system. Cleaning of the grills is the sole responsibility of the user. Propane must be turned off at the source. After the grill has cooled and the grill surface cleaned, the grill top should be closed and the cover placed on the grill.

j. The reserving property owner must be present and is responsible for ensuring that the meeting facilities are left in satisfactory order. Any problems accomplishing this shall be reported to the CC immediately. If the facility is not clean and neat prior to an activity, the CC should be notified (910-575-7555).

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

10. PINK PALACE, MAC, CREEK SIDE BUILDING MULTIPURPOSE ROOM, SEA HORSE ROOM, AND SUNSET ROOM: (continued)

k. Violation of or failure to adhere to any of the rules for use of the facilities, damage to the facilities or their contents, or improper/incomplete clean up may result in compensation for damages and/or a fine, de-activation of the property owners' access card, and denial of future use for the reserving property owner in accordance with STMA adopted collection policy.

11. LENDING LIBRARY AT THE MAC (JODY HUGHES) LIBRARY: The Library Committee consists of property owners and is responsible for maintenance of the contents of the Lending Library. The books have been donated and are alphabetized by author. Only CD's and tapes must be signed in and out in the register provided. An honor system is used. Donated books are accepted and should be left in the marked container in the library. The name and telephone number of the chairperson of the committee is listed in the STMA Directory.

a. Use of the Library is for property owners only; access is by property owner's magnetic access card.

b. The Lending Library is a non-smoking area.

c. All lights shall be turned off when leaving.

12. CHAPEL ON THE GREEN: The purpose of the Chapel is to provide a quiet place for prayer and meditation. The use of the Chapel is primarily for property owners and their guests. Visitors to Sea Trail are also welcome to attend a function or utilize the Chapel in the presence of a STR property owner. The Chapel is open for general use from 7:00 AM to 7:00 PM daily. The use of the Chapel shall be subject to the following rules, regulations, policies and procedures:

a. The Chapel is not available for meeting or social functions.

b. The Chapel may be reserved by contacting the chairperson of the Chapel Committee by telephoning the chairperson at the telephone number published in the Sea Trail Master Association Membership Directory. (See wedding and memorial policy statement below).

c. No eating, drinking, or smoking is permitted inside the Chapel.

d. The only animals permitted in the Chapel are working service animals.

e. Candles or other incendiaries are prohibited unless authorized by the Chapel Committee. Carpet and furnishings must be protected at all times.

f. Furnishings may not be removed from the Chapel unless supervised by a Chapel Committee Member.

g. Users are responsible for clean up after an event.

STMA Rules

F. USE OF STMA COMMON FACILITIES: (continued)

12. CHAPEL ON THE GREEN: (continued)

h. Anyone using the Chapel shall conduct himself/herself in an orderly fashion and respect the privacy of others.

i. Wedding or Memorial Service Policy: A member of the Chapel Committee must approve the use of the Chapel. The Chapel capacity is 25 people. Care should be taken not to overcrowd the facility. For weddings, throwing rice is prohibited. There is wheelchair access. Users are responsible for clean up after an event.

IV. STMA RULES ENFORCEMENT POLICIES AND PROCEDURES

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

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

C. PROCESS:

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

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

D. ENFORCEMENT PROCEDURES:

1. INFORMAL. Unless an alleged violation needs immediate attention due to personal or property peril, all allegations of violations of these rules shall be submitted in writing to the STMA Administrator or chairperson of the Rules Committee on the Rule Violation Report attached hereto as Appendix I. The submission may be in person, by facsimile or by email.

2. NOTIFICATION. Depending upon the severity of the violation alleged, the report will be addressed either informally by courtesy telephone call or email from the STMA Administrator or an informal notice of violation from the Rules Committee or formal address by the Rules Committee. Compliance resulting from the courtesy process will cease any further violation action, except that a record shall be retained of the alleged violation.

STMA Rules

IV. STMA RULES ENFORCEMENT POLICIES AND PROCEDURES (continued)

D. ENFORCEMENT PROCEDURES: (continued)

3. **CHANGE TO FORMAL.** The Rules Committee or its chairperson shall determine the severity of the alleged violation. In the event the informal effort to address the allegations of the complaint is unsuccessful, or if the alleged violation is of a serious nature such as to substantially impact other property owners or the use of common facilities, formal proceedings on the complaint shall take place.

4. FORMAL PROCEDURE:

a. All Rules Violations Reports will be logged in by the STMA Administrator;

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

(1) The date of the violation;

(2) The rule which is alleged to have been violated; and

(3) A demand to cure the violation.

Delivery of the First Notification shall be deemed complete upon the posting in the United States Postal Service of the notice certified mail return receipt requested and regular mail to the address currently listed in the records of STMA for the owner of the subject property or the card holder.

c. The property owner shall have ten days from the date of the First Notification of Rule Violation Letter to correct the alleged violation. Failure to cure the alleged violation within those ten days shall result in a Second Notification of Rule Violation.

d. The Second Notification of Rule Violation shall include a summary of the STMA's hearing and appeal process, as set forth in these Rules.

e. If a property owner shall fail or refuse to perform his or her responsibilities of property/card ownership as stipulated in the SACMD and these Rules, STMA may, but is not required to, perform such responsibilities including removal of any vehicles or other property violations and assess all costs incurred by STMA against the Unit and the property owner in accordance with STMA adopted collection policies. STMA shall afford the property owner reasonable notice and an opportunity to cure the violation prior to entry on the property, except as such situation may be reasonably determined by STMA.

STMA Rules

IV. STMA RULES ENFORCEMENT POLICIES AND PROCEDURES (continued)

D. ENFORCEMENT PROCEDURES: (continued)

4. FORMAL PROCEDURE: (continued)

f. STMA in its sole discretion, by the affirmative vote of a majority of the members of the Board of Directors, and following fifteen days written notice to the property owner, may enter upon and make or cause to be made repairs to any improvements located on a property owner's/card holder's property, such as, but not limited to removal of trash, cutting of grass, maintaining mulched areas, pruning of shrubbery, weeding and items of erosion control and such maintenance on any improvements located on the property as the Board in its sole discretion deems necessary to maintain the proper condition of the premises and the neighborhood. The STMA Board may assess the property owner for compensation relating to such maintenance.

g. If multiple rules have been violated in a single incident, or if the condition persists more than ten days after the delivery date of the First Notification of Rule Violation Letter, each rule and each day shall be considered a separate violation.

5. FIRST NOTIFICATION OF RULE VIOLATION: Should the alleged violation not be cured within ten days following the delivery of the First Notification of Rules Violation, no fine shall be imposed on the property or the property owner or billed to the property's assessment account. A Second Notification of Rule Violation letter will be delivered to the property owner advising that the property owner may be subject to the imposition of fines the suspension of use privileges of the STMA common facilities, and deactivation of the property owners' access card(s).

6. SECOND NOTIFICATION OF RULE VIOLATION: Upon delivery of a Second Notification of Rule Violation letter, the property owner shall be given notice of a hearing date before the Rules Committee. The hearing notice shall be mailed or hand delivered at least five days before the hearing date. At the hearing, the property owner shall have an opportunity to present evidence to the Rules Committee as to why there has been no violation, or circumstances in mitigation of the violation.

7. FINES AND HEARING PROCESS: Property Owners shall be notified of a Rules Committee decision and the amount of the fine, if imposed, within fifteen days of that decision. The property owner shall be given five days after the notification to correct the violation. If, after five days, the violation is not corrected, the property owner shall be subject to a fine of up to \$100 per day for so long as the violation continues to exist without further hearings on the part of the Rules Committee.

8. HEARING TIMING: The property owner shall have fifteen days following delivery of the Rules Committee decision to request a hearing before the STMA Board of Directors.

9. FINE TIMING: Any fine imposed against a property owner shall be paid within thirty days. Failure to remit timely payment shall subject the fine to STMA's adopted collection policy.

STMA Rules

IV. STMA RULES ENFORCEMENT POLICIES AND PROCEDURES (continued)

D. ENFORCEMENT PROCEDURES: (continued)

10. **SERIOUS AND PERSISTENT RULES VIOLATIONS:** If a serious or persistent violation of the rules occurs, the Rules Committee may take additional action by increasing a previously imposed fine at a rate of \$100.00 per day for each day the violation continues to exist, and/or deactivation of the property owner's access card(s). In the event of a deactivation of the property owners' access card(s) the property owner shall be required to pay a \$25 fee for re-activation, provided all violations have been abated.

11. CONSIDERATIONS IN ADMINISTERING THE VIOLATIONS PROCEDURE:

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

b. **Common Property Damage Violations:** A property owner involved in or connected with any damage to the common areas or their contents shall be held responsible for reimbursement to STMA for the cost of repairs and/or replacement.

12. **MEDIATION:** North Carolina statutes have established a Voluntary Pre-litigation Mediation program for disputes between property owners and homeowners associations. Prior to filing a legal action involving a dispute under Chapter 47C of the General Statutes of North Carolina (North Carolina Planned Community Act) or the association's declaration, bylaws or rules, either STMA, as a homeowners association, or a property owner who has received notice from STMA of a matter relating to real estate about which STMA and the property owner cannot agree (other than failure to timely pay a STMA assessment or any fines or fees associated with the leveling or collection of a STMA assessment) may contact the North Carolina Dispute Resolution Commission or the Mediation Network of North Carolina for the name of a mediator or community mediation center to mediate any dispute between STMA and a property owner. Either party may decline mediation.

STMA Rules

APPENDIX I. RULE VIOLATION REPORT

When completed, file this report with the STMA Administrator at the Creek Side Office;
or Fax: 910-579-2473; or email: stmaadmin@atmc.net.

Date of Report: _____

I. PERSON MAKING REPORT:

Name: _____

Address: _____

Telephone No.: _____

Email Address: _____

Signature: _____

II. DESCRIPTION OF ALLEGED VIOLATION: (complete as fully as possible; attach separate sheet if necessary)

Date: _____ Time: _____ Location: : _____

Explanation: _____

III. DESCRIPTION OF ALLEGED VIOLATOR:

Name _____ Phone No. _____

Address _____

*******FOR RULES COMMITTEE USE ONLY*******

RULES COMMITTEE ACTION TAKEN:

Date _____ Committee Representative _____

Description of Action _____

BOARD APPROVAL:

Board Representative: _____ Date: _____

STMA Rules

APPENDIX II. RULES COMMITTEE PROCEDURES

HEARING PROCEDURE:

- I. Statement of violation by Committee Chairperson
- II. Violator's statement of appeal
- III. Review of MD, By-laws, Rules & Regulations Handbooks requirements
- IV. Discussion and/or questioning of violator by the Rules Committee
- V. Questions and final statement by violator
- VI. Violator excused
- VII. Discussion and decision by Rules Committee members
- VIII. Publishing of Rules Committee's decision to violator and filer of the Report
- IX. Adjournment

DOCUMENTATION:

Name of Violator_____

Phone No._____.

Address_____.

Violated Rule Reference_____.

Description of Violation_____.

_____.

_____.

_____.

_____.

_____.

_____.

RULING:

Rules Committee Findings/Decision_____.

_____.

_____.

_____.

_____.

Committee Chairman_____ Dated_____.

STMA Rules
APPENDIX III. TEMPORARY ACCESS CARD APPLICATION FORM

Date: _____

Requester's Name: _____

Address: _____

Relationship & ID: _____

Printed Name of Property Owner: _____

Property Owner's Access Card # 1711 _____

Property Owner Home Address: _____

Sea Trail Address: _____

Card Duration: Start: _____ End: _____

\$25 Deposit: Cash _____ Check _____ Receipt No. _____

By accepting issuance of this Temporary Card and my signature below, I acknowledge and represent that I am familiar with the Sea Trail Master Association Rules as applicable to the use of all common facilities and my obligation to comply with those rules in the use of this Temporary Card. I acknowledge that I will be liable and responsible for compliance with the Sea Trail Master Association Rules and for any damages which may result from the use of this Temporary Card. I further acknowledge and understand that the privileges under this Temporary Card and/or the Property Owner's Access Card may be suspended, deactivated, or forfeited as a result of any violation of the Sea Trail Master Association Rules resulting from the use of this Temporary Card, and that I may be subject to monetary penalties and card re-activation fees for violations resulting from the use of this Temporary Card.

REQUESTER SIGNATURE: _____

ACCESS COMMITTEE MEMBER SIGNATURE: _____
.....

For Committee Use:

Date of Return of Deposit: _____ Committee Member: _____

STMA Rules

APPENDIX IV. NOTICE OF PERMISSION TO USE PROPERTY OWNER'S ACCESS CARD(S)

Date of Authorization: _____

I. PROPERTY OWNER INFORMATION:

Name or names: _____

Address: _____

Telephone Number: _____

Email Address: _____

Access Card Number(s) 1711 _____

RESIDENT _____ NON-RESIDENT _____

STR Address: _____

II. GUEST INFORMATION:

Name or Names of Guests: _____

Dates of Authorized Use: _____ To: _____

III. ACKNOWLEDGEMENT AND AUTHORIZATION

By granting permission for the use of my Property Owner Access Card and my signature below, I acknowledge and represent that I am familiar with the Sea Trail Master Association Inc. Rules as applicable to the use of all common facilities and that I have made known to the individual(s) I am authorizing of their obligations to comply with those rules and regulation in the use of my Property Owner Access Card. I further acknowledge and represent that I am aware that notwithstanding the granting of my permission in this Authorization, I continue to remain fully liable and responsible for compliance with the Sea Trail Master Association, Inc. Rules, the conduct of those individuals to whom I am authorizing use, and for any damages which may result from my granting of permission to the individuals designated above. I further acknowledge and understand that my privileges under my Property Owner Access Card may be suspended, de-activated, or forfeited as a result of any violation of the Sea Trail Master Association, Inc. Rules resulting from the conduct of the individuals for whom I am authorizing use, and that I may be subject to monetary penalties for violations, and re-activation fees.

Signatures: _____

STMA Rules

APPENDIX V. TENANTS INFORMATION FORM

Property Owner(s) Names(s): _____

Property Address: _____

Property Telephone Number: _____

Beginning Date of Lease: _____ Ending Date: _____

Realtor Name, Address and Telephone Number: _____

Tenant(s) Names(s): _____

Tenant(s) Telephone Number: _____

Additional Occupants: 1. _____ 2. _____ 3. _____

Property Owner(s) Access Cards for Use of Tenants:

1711 _____ 1711 _____

By the Property Owner permission for the use of their Property Owner Access Card and their signature below, and the Tenant(s) signature below, we acknowledge and represent that we are familiar with the Sea Trail Master Association Inc. Rules as applicable to the use of all common facilities and our obligations to comply with those rules and regulation in the use of any Property Owner Access Card. We further acknowledge and represent that notwithstanding the granting of permission in this Authorization, Property Owner(s) and Tenant(s) shall be fully liable and responsible for compliance with the Sea Trail Master Association, Inc. Rules, the conduct of those individuals to whom use is authorized, and for any damages which may result from violations of the Rules. We further acknowledge and understand that the privileges under the Property Owner Access Card(s) may be suspended, de-activated, or forfeited as a result of any violations of the Sea Trail Master Association, Inc. Rules resulting from the conduct of the individuals for whom I am authorizing use, and that I may be subject to monetary penalties for violations and re-activation fees.

Property Owner(s): _____

Tenant(s): _____

STMA Rules

APPENDIX VI. PROPERTY OWNERS' ACCESS CARD REQUEST FORM

Property Owner Applicant: (Please print)

Name: _____ Email: _____

Name: _____ Home Phone: _____

Cell Phone: _____

Sea Trail Address:(lot/unit) _____

Mailing Address: _____

Property Owner's Access Cards shall be issued only to those entitled under the STMA Rules and subject to the following conditions:

A maximum of TWO Property Owner Access Cards may be issued associated with a single property in good standing, regardless of the number of property owners as defined in the STMA Rules. No property owner, as defined in the STMA Rules, shall be entitled to issuance of a card related to more than one property, regardless of how many properties for which a property owner may otherwise qualify in Sea Trail Resort.

By accepting issuance of this Property Owner's Access Card, and my signature below, I acknowledge and represent that I am familiar with the Sea Trail Master Association Rules as applicable to the use of all STMA common facilities and my obligation to comply with those rules in the use of this Card. I acknowledge that I will be liable and responsible for compliance with the Sea Trail Master Association Rules and for any damages which may result from the use of this Card. I further acknowledge and understand that it is my responsibility to notify STMA if my card is lost or stolen, damaged or if I am no longer qualified to possess this access card. I further acknowledge that I will be charged a fee of \$25 for replacement of the card and that use of this card in violation of the STMA Rules may result in fines, suspension of privileges to common and limited common facilities and collection action pursuant to adopted STMA collection policy and North Carolina Statutes.

By my signature requesting issuance of this card, I acknowledge that I am utilizing the STMA common facilities at my own risk and peril, waive any liability of STMA for any damages which may reasonably result from my use of this card, and assume the responsibility for compliance with the STMA Rules for me, my family members and for the actions of my guests and anyone to whom I may give permission to use this card while using the common and limited common facilities.

Authorized Signature: _____ Date _____

Authorized Signature: _____ Date _____

For STMA use only:

Access Card Number Issued: _____

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