

MACOR BY THE SEA
QUICK REFERENCE GUIDE TO MAJOR RULES & REGULATIONS

Macor by the Sea is a special place, and our main interest is to keep our community safe, beautiful, and peaceful. The Board of Directors decided to publish this Quick Reference Guide to the Major Rules and Regulations (R&R) document in order to highlight certain provisions of these rules. The Board strongly advises all owners to read the official R&R document. This quick reference guide R&R does not modify or supersede the official R&R document. For many of these rules, common sense must prevail. Each owner has an obligation to abide by these rules and to hold each other accountable to the rules. Board members volunteer their time to benefit the entire community. They are not security officers and do not actively monitor for infractions. Owners are responsible for the behavior of themselves, their guests, renters, pets, and service personnel among others. Owners are also responsible for notifying our administrator, GoVe, of any violations or infractions. If you see something, then say something, and send a summary of the infraction or violation to GoVe at: info@govecorp.com.

This document is organized in sections to make it brief and easy to understand in the benefit of our community at Macor:

1. **Book of Owners**- Each owner is responsible to send their information to GoVe in order to maintain the Book of Owners, including names, contact information and signatures, among others. Owners shall inform GoVe of any ownership change within 30 days following the transfer of ownership. Earlier notification is strongly encouraged.
2. **Fees**- Each owner is responsible for paying monthly their proportion of maintenance fees, taxes, utilities, property insurance, special assessments, and fines. Failure to pay any of these fees on time may result in the imposition of penalties. Owners which have any of these payments' delinquent for more than 60 days could have services as water, electricity or building access shut off and will not be permitted to vote on Annual Meetings, changes to R&R, annual budget, or other important decisions. See official R&R for details and the related appeal process.

3. **Insurance**- Each owner must pay for their share of the common property insurance policy each year, as decided by the Council of Owners. Owners are also encouraged to get additional homeowners' insurance coverage to protect their personal property and the real property not covered by the common property insurance policy.

4. **Fines**- The board may impose penalties of \$100.00 per infraction or violation to the R&R. This amount could be doubled up to \$200.00 per violation in the case of infractions by renters. After the receipt of a notification of a fine, owners have 10 days to respond in writing. Failure to respond within the 10-day period or failure to correct the infraction or violation within the timeframe provided, may result in additional fines. Administrative charges may also apply.

5. **Appeals** - Any owner can appeal fines to the Conciliation Committee and, if not resolved to their satisfaction, to the Department of Consumer Affairs (DACO). If legal representation is required, the owner will be required to reimburse the Board for the costs incurred up to \$2,000, should the Board prevail. See official R&R for more details.

6. **Disturbance**- Owners and their guests cannot make loud noises, cause trouble, or engage in actions that disturb others.

7. **Repair, Alterations and Damages**. Each owner will maintain their apartments in optimal conditions. Repairs can only occur on non-holiday days from Monday through Friday from 8:00 AM to 5:00 PM. Owners must seek approval from GoVe/Board for major alterations, repairs or noisy projects in their apartments and post a \$500 bond per project. Owners or contractors cannot block any parking spaces or common designated areas and must ensure to keep all common areas clean and free of any construction debris. Owners will be responsible for costs and damage caused by them or their contractors to any common area or exterior element of Macor. See official R&R for details.

8. **External balconies and common areas**- No owner shall store personal items in common areas or hallways. It is prohibited to hang towels, antennas, or other items, from the balcony railings. Cooking and barbecuing are not permitted on balconies. There are restrictions on alterations such as shutters and awnings. Please see the official R&R for details.

9. **Pets**- Owners are allowed to have 2 pets weighing not more than 55 pounds each. Pets are expected to be well behaved and not aggressive in any way. A Pet Relief area has been set by the north fence between the two buildings. Additionally, a stair has been erected across from Building B onto a public access beach walking path beside the river, where you may take your pet for a walk and relief at your own risk. Owners must pick up any pet waste immediately. Pets are not allowed in the common areas but can pass through the pool deck on the way to the beach. Pets may not relieve themselves in the common grass areas in front or around the pool. Owners must certify the pet's health, file a Pet Registration form with GoVe and pay a one-time fee of \$50.00 for registration, and \$25.00 of annual fee for each pet. This includes owners that allow long term renters (6 months or more) to have pets. Pets are not allowed for short-term rentals. Owners are financially and legally responsible for the actions of their pets. See official R&R for more details about service and emotional support animals.

10. **Parking**- Owners and guests may only park in the parking spaces designated for their apartment. Car repairs and car washing in the parking area are not allowed. Trailers and construction vehicles are not permitted in the parking spaces.

11. **Moving**- Owners must give at least 48 hours' notice to GoVe for moving in, moving out or any furniture or appliance delivery. A \$300 bond must be posted with GoVe. Moving must occur on non-holiday days from Monday through Friday from 8:00 AM to 5:00 PM, or Saturdays from 8:00 AM until 12:00 PM.

12. **Common Recreational Areas**- The pool, jacuzzi, game room, kitchen, gym, gazebo, pool deck and beach area are for the collective enjoyment of all owners and their guests, and care must be taken to not interfere with the pacific enjoyment of other owners and their guests. These recreational areas may be enjoyed from Sunday through Thursday from 9:00 AM to 9:00 PM, and on Fridays, Saturdays, and special holidays from 9:00 AM to 10:00 PM. Gym hours are from 5:00 AM to 10:00 PM daily. A proper bathing suit is required for the pool and jacuzzi, and sports clothing and sneakers for the gym. Glass containers are prohibited inside the pool or jacuzzi. Smoking is prohibited anywhere around the pool, jacuzzi, kitchen, bbq area, the deck chairs, or tables. Excessive noises, loud music with explicit, sexual, or offending lyrics, running and horse play are also

prohibited. Groups may not control at the same time all the common areas spaces such as the kitchen, game room, BBQ, pool, jacuzzi, deck and tables. Owners must seek approval for special gatherings, not to exceed 16 people. There are no lifeguards or security guards on duty to monitor activities. The Board and the Council of Owners are not liable for any accidents in the common areas and owners will be responsible for damages caused to Macor property or any personal injury caused to other owners or their guests. See official R&R for details.

13. **Rentals**- The R&Rs establish that the minimum rental period is 30 days. Rentals are prohibited for new owners during their first year after buying an apartment at Macor. Owners must send GoVe a rental notice with a \$50.00 registration fee and a copy of the lease agreement at least 5 days prior to each rental. Also, must submit a \$500.00 bond to cover any damage caused by a renter per lease. Owners that rent are responsible to get cover with appropriate insurance and for taxes due to the Municipal Revenue Collection Center (CRIM). Renters, especially short-term renters, have caused most of the disturbances the Board has experienced in the past. Renters and guests must abide by these rules and regulations. Owners are responsible for the behavior of their renters.