

HERITAGE HARBOUR COMMUNITY ASSOCIATION, INC.

**POLICY RESOLUTION NO. 7
AMENDMENT 35**

Restated April 14, 2021, as amendment 35 and includes all previous amendments

RULES AND REGULATIONS – “HOUSE RULES”

WHEREAS, Article V, Section 2 of the By-Laws of the Heritage Harbour Community Association, Inc. (the Association) provides that the Board of Directors of the Association shall have all the powers and duties necessary for the administration of the affairs of the Association to include the promulgation and enforcement of such rules and regulations or such restrictions or requirements as may be deemed proper respecting the use, occupancy and maintenance of the common area and community facilities by the members; and

WHEREAS, Article VIII, Section 8, of the Declaration of Covenants specifies prohibited uses and nuisances on any dwelling or upon the Common areas; and

WHEREAS, Article VIII, Section 12, of the Declaration of Covenants of Heritage Harbour (the Declaration) provides that there shall be no violation of any rules for the use of the common areas and community facilities or “house rules” or other community rules and regulations not inconsistent with the Declaration which may from time to time be adopted by the Board of Directors of the Association; and

WHEREAS, on November 9, 1999, the Board of Directors adopted Policy Resolution No. 7 to promulgate rules and regulations applicable to the use of Lots and Common Areas; and

WHEREAS, on February 13, 2001, the Board of Directors adopted Amendment 1 to include policies for the use of Association facilities that were previously published in the Information Handbook, to include the policy on the responsibilities for maintenance and repair of driveways and sidewalks, and to make other revisions to the Rules and Regulations; and

WHEREAS, the Board of Directors desires to restate the Policy.

NOW, THEREFORE, BE IT RESOLVED THAT, this resolution including Attachment A having been amended 34 times previously, is now restated to include all previous amendments.

I. GENERAL

A. These Rules and regulations have been established in the best interests of the association as a whole and shall be applied and enforced by the Board of Directors in a manner not intended or implied to be arbitrary or capricious.

B. The provisions of this Resolution shall be applicable to every Class A Member and Owner, as defined by Article I of the Covenants, except that, the provisions applicable to Owners shall be limited to those related to the use of the Common Areas, Recreational Facilities and Passive Amenities.

C. The provisions of this Resolution are intended to be supplemental to, and not in lieu of, the provisions of the Articles of Incorporation, Declaration, By-Laws and the Resolutions.

II. RESPONSIBILITIES

A. A Class A Member or Owner may be held responsible for the actions of the Member's or Owner's family, tenants in residence, servants, employees, agents, visitors, guests, invitees, and licensees and may be held liable in any violation enforcement proceedings.

B. The Management Agent, acting for the Board of Directors, shall be responsible for:

1. monitoring compliance with the provisions of this Resolution; and
2. investigating allegations of non-compliance with the provisions of this Resolution; and
3. initiating actions to seek voluntary corrective action by Members or Owners found in non-compliance. If Members or Owners fail to take corrective action, the Management Agent shall refer the case, with recommendation, to the Board of Directors.

III. RULES AND REGULATIONS.

A. Uses of Lots. The following Rules and Regulations apply to the use of lots and/or dwellings in addition to the prohibited alterations contained in Policy Resolution No. 5 of this Book of Resolutions.

1. Drying or airing clothes is prohibited in any area visible to the public, including in garages with doors open, on screened or open porches, decks or patios.
2. Storing building materials, yard waste (including composting bins), junked items, vehicle parts, lawn care equipment, or any other items in any area visible to the public, or which may provide habitat for nuisance animals, is prohibited.
3. The use of upholstered or indoor type furniture as deck, lawn, patio, or open or screened porch furniture is not allowed.
4. Storing boats, commercial vehicles, motorcycles, recreational vehicles, or trailers on any private road or lot is prohibited. (A designated storage area is provided for use by Association members on a space-available basis. Consult with the Management Agent

for information on use and availability of space.) However, recreational vehicles may be parked on lots for up to forty-eight (48) hours for the purpose of loading, unloading, and minor maintenance.

5. The use of blankets, sheets, newspapers, etc. for window and sliding door coverings for more than 30 days after occupancy of the dwelling is not allowed.
6. Signs of any type are prohibited. In lieu of a yard sign indicating the property is protected by an alarm system, residents may install a decal on their door glass or window glass near the entry door. Real estate signs may be displayed, subject to the following limitations:
 - a. "Open House" signs may be displayed during the period the property is open for inspection and an agent is on the premises.
 - b. "For Sale" signs may be displayed from 8:00 a.m. on Saturday until 8:00 a.m. on the following Monday. Signs may remain until Tuesday at 8:00 a.m. if Monday is a holiday.
 - c. Signs must be mounted on metal or plastic posts, not 4"x4" posts. Posts must be removed when signs are not displayed. The General Manager may remove any signs or posts that are not in conformance with these provisions.
7. Except for minor repairs, e.g. changing a flat tire, vehicles shall not be repaired in public view on any lot.
8. Pets shall not be allowed to become an annoyance or nuisance to neighbors because of noise, odor, or objectionable behavior. If pets become a nuisance, the Board of Directors may require removal of the pet.
9. Trash or recycle containers are not permitted in public view except on the day of collection. However, if the normal time of collection is before 10:00 a.m., then the trash or recycle containers may be set out for collection after 5:00 p.m. of the preceding day.

B. Uses of common areas. The following Rules and Regulations apply to the use of common areas, excluding Association facilities (which are addressed in Section III. C, below).

1. In addition to the prohibitions on storage of vehicles, etc. on lots (Section III A. 4 above), the overnight parking of trucks, boats, commercial vehicles, motorcycles, recreational vehicles, or trailers is prohibited on any of the private streets within Heritage Harbour. A list of the private streets is contained in the Heritage Harbour Directory or may be obtained from the Association office.
2. Except for minor repairs, automobiles shall not be repaired on any private street within Heritage Harbour. Vehicles may be towed to a public facility and the owner charged for towing and storage.
3. Automobiles which leak fuel oil, transmission fluid, coolant, or any other fluid shall not be parked on any of the private streets. Automotive fluids not only stain and deteriorate the asphalt paving, but are also an environmental hazard. Members who allow automotive fluids to leak on streets may be held liable for the repair of the paving.

4. Pets, including cats, shall be accompanied by an adult and carried or on a leash whenever on common ground (Pets are not allowed at any recreational facility.) The pet owner is responsible for cleaning up any feces deposited by his/her pet, whether on common areas or on private property. Pit bull and cross-breeds with pit bull terriers are prohibited from entering all common areas that belong to Heritage Harbour Community Association, Inc.
5. The use of common areas to dispose of yard waste, trash, building materials, or any other material is prohibited. Owners are responsible for the actions of employees, contractors or any others.
6. Owners are responsible for repair of breaks or damage to sidewalks in the front of their lot, unless any break or damage in that walk is demonstrably due to tree root problems from trees in the tree lawn (the area between the sidewalk and the curb or street) or to water problems. Sidewalks in front of condominium units are the responsibility of the condominium.
7. The repair, maintenance and cleaning of driveways out to the community-owned or county-owned streets are the responsibility of the homeowner. Likewise, repair, maintenance and cleaning of sidewalks are the responsibility of the adjacent homeowner, whether the sidewalk is on private, county, or community property. In those areas where there is no adjacent homeowner, such as the sidewalk along South Haven Road or across the dam on Mastline Drive, the responsibility for the sidewalk rests with Association. In the special case of Ballast Way and Perry Landing Court, the homeowner is responsible for repair and maintenance of driveways out to the private roadway easement. The Association is responsible for repair and maintenance of driveways and sidewalks within the private road easement.
8. Parking on River Strand Loop is prohibited except for designated spaces. During regular office hours (9 a.m. to 5 p.m. Monday through Friday) spaces are provided for short-term (maximum 15 minute) parking in front of the Lodge. At all other times, these short-term spaces are for use by persons holding handicap parking permits. Vehicles illegally parked may be towed at the owner's risk and expense.
9. Handicap designated parking spaces are reserved at all time for use by persons to whom a valid handicap parking permit has been issued. It is expected that the handicap tag/permit is only used for the purpose for which it is intended.
10. Vehicles may not be parked overnight on the parking lots at the Lodge or the Clubhouse unless prior arrangements have been made with or by the Management Agent. Vehicles parked overnight on these lots may be impounded at the owner's risk and expense.
11. Vehicles which do not display current registration plates may not be parked on private streets. Those vehicles in violation may be impounded at the owner's risk and expense.
12. No modifications may be made to common areas without the prior written approval of the Association. Permanent modifications, such as lead-walks, stairs, etc. require the granting of construction rights over common area. Such rights may only be granted by the

Board of Directors, upon recommendation of the Grounds Committee. Temporary modifications, such as planting of flowers and shrubs may be approved by the Grounds Committee.

- a. Only property owners or Registered Groups such as neighborhood associations may make application for modifications to common areas. Applications shall be submitted to the Lodge Office on forms prescribed by the Association. Each application shall include a description of the proposed modification accompanied by drawings showing location, dimensions, and type of construction or plantings. The Grounds Committee may request additional information, if needed. The applicant is responsible for ascertaining whether adjacent property owners would object to the proposed modification.
- b. Applicants must agree to the continued maintenance of the proposed modification in a manner acceptable to the Association. If the modification is not maintained in an acceptable manner, the Association may return the area to its previous condition. In the case of permanent modifications, the Association may require the owner to enter into a Construction and common Maintenance Agreement, which shall run with the land.
- c. The General Manager shall include in the Resale Disclosure Package a notification that the previous owner had agreed to maintenance of modifications on common areas adjacent to the property. If the new owner declines to maintain temporary modification, the General Manager, in consultation with the Grounds committee, may return the area to its previous conditions.
- d. All existing modifications made by individuals or groups may continue without regard to the above, provided that there is no material change to the improvement. However, the Association reserves the right to return areas to their previous condition without liability or obligation.
- e. Memorials – Memorials and plaques will not be permitted on any common ground or Association owned property. The donation of an object to the Association with a plaque attached must be approved by the Board of Directors.

13. Motor vehicles are prohibited on any unpaved portions of common areas. However, the General Manager may grant limited exceptions to this prohibition upon written request by an owner, provided that the owner agrees to repair any damage done to the areas as a result of that use.

C. Use of Association facilities. The following rules and regulations apply to the use of Association facilities.

1. The use of Association facilities is limited to Association members and their guests, as applicable, subject to the provisions of Article IV, Section 4 and Article V, Section 2 of the Declaration. See rules for use of specific facilities in Attachment A to this Resolution.

A guest is a non-Heritage Harbour resident who occasionally attends or participates in an HHCA or Registered Group event or activity. A non-Heritage Harbour resident may not be a permanent member of a Registered Activity Group and may not displace a resident who wants to participate.

2. When requested, members must show their Membership Cards to identify themselves as members of the Association.

3. Guests 18 years of age or over may qualify for a Visitor Guest Card for the use of facilities for specific inclusive dates upon request and certification by a sponsor member. The pass cannot be issued for more than twenty-eight (28) days either consecutively or in the aggregate in a calendar year. When requested, guests must show their Visitor Guest Card. Guests without a Visitor Guest Card must be accompanied by a Member at all times.

Visitor Guest Cards are not issued to non-Heritage Harbour residents who live in Baltimore City, Anne Arundel, Baltimore, Prince George's, Montgomery, Howard, Charles, Calvert, Harford, Carroll, or Queen Ann's Counties.

4. Members are responsible for compliance with the established rules by their guests. Members or their guests who do not comply with the rules for use of a recreational facility may be barred from future use of that facility.

5. The Board of Directors may prohibit members from the use of facilities as a sanction for non-payment of assessments or charges due the Association or for other non-compliance with the Declaration and the provisions of this Book of Resolutions.

IV. COMPLAINTS

A. Any member may file a complaint of non-compliance with the provisions of this Resolution. The complaint should be in writing and mailed or delivered to the Management Agent at the Association office in the Lodge. If there is a question of non-compliance, a member may call the Management Agent for advice and guidance.

B. If the Management Agent finds that the complaint has merit, the Management Agent shall notify the alleged non-complying member or owner, in writing, of the complaint and seek voluntary compliance. If the member or owner fails to take corrective action, the Management Agent shall refer the case, with recommendations, to the Board of Directors.

C. The Board of Directors may apply sanctions for non-compliance as provided in Policy Resolution No. 3 of this Book of Resolutions.

ATTACHMENT A
RULES FOR USE OF ASSOCIATION FACILITIES

This attachment contains the rules for the use of specific Association facilities. See Section III. C. of this Resolution for the general rules on use of facilities. Those facilities included in this attachment are:

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A. Community Lodge

1. General

a. The Lodge is available for use by members and their guests during normal hours of operation. Hours of operation are from 6:00 a.m. to 10:00 p.m. Monday through Sunday, including Holidays. Functions may extend beyond the closing time if prior arrangements are made with the General Manager.

b. Proper attire is required when using the Lodge. Bare feet and swimsuits are not permitted in the upper level.

c. No pets are permitted in the Lodge (except assist dogs for the handicapped).

d. E-cigarettes or vaping is classified by the Board of Directors as smoking; smoking is prohibited in all Association buildings and within twenty feet of any entrance to the buildings.

e. Alcoholic beverages are not permitted in any area of the Lodge unless a special liquor license has been issued. An application for a special liquor license must be submitted to the Lodge Office at least thirty (30) days prior to the date of the function. The special liquor license allows alcoholic beverages to be brought into the Lodge and served by the host; however, the alcoholic beverages may not be sold. In no case shall persons under the age of twenty-one (21) years of age consume alcoholic beverages at any function.

f. The Board of Directors may preempt the use of any area of the Lodge when necessary for Association business.

g. Wagering can be conducted in the common areas of the Lodge as allowed by House Bill 127, with the following exceptions: Stakes are limited to \$100 within any 24-hour period rather than \$1,000 and only Heritage Harbour residents can participate in any games played that include wagering. However, the following individuals that have had a long standing social relationship with either the Poker Group or the Mah Jong Group will be allowed to participate in games where wagering is conducted until January 1, 2037.

R. Gary Fox Jo Ellen Bailey Bill Reynolds
Glen Cesaro Fran Hyatt Lorna Stahl
Betty Henick Pat Sebring Eleanor Corwin
Mary Barnes Dian Citron

There shall be no additional names added as exception to this rule.

h. Signs and notices pertaining to Registered Activities or Chartered Committees

The glass encased bulletin boards located in the hallway opposite the Library will be utilized for most signs.

- The first glass case (closest to the auditorium) which consists of two glass doors with a viewing dimension of 25” wide and 30” tall. This case will be reserved for “Coming Soon” events (including Ticket sales) and will be so marked. Signs and posters in this case must conform to size limitations of no more than 19” wide and 15” high (horizontal) so that 2 posters or flyers may be displayed at one time in each of the two doors.
- Posters and signs which have already been posted by a Registered Activity or Chartered Committee may be moved forward to the first cabinet as the event nears (1-2 weeks), as space permits. Posters and signs may not exceed 19” wide and 15” high.
- The glass case closest to the Fireplace Area is reserved for the exclusive use of the Lifelong Learning Committee for class schedules and announcements.
- All signs and posters for the glass cases will be placed in their appropriate locations by a Lodge staff member and will be rotated or removed as needed. Posters or signs will be displayed for no more than 3 weeks. Posters or signs for the first glass case will be displayed for no more than 2 weeks.

Other signs

- Free standing signs and the use of easels on the floor are prohibited everywhere in the Lodge, with the exception of the 2'x3' "menu board" which may be used for last minute announcements pertaining to an event on that day.
- Signs and notices may not be posted on outside windows or placed in the courtyard.
- The Boutique may place notices on the Boutique door facing the hallway. A "Boutique Open/Closed" sign will be installed on the wall to the left of the copy room door. This space will be reserved and prepared for their use.
- Registered Groups or Chartered Committees may place tabletop easels with signs or posters at the entrances of the room in which the event is being held on the day of their event as long as the table does not impede the entrance or exit
- Notices pertaining to Water Aerobics may be placed on the bulletin boards located in the men's and women's locker rooms as well as the pool rules and schedule.
- Notices pertaining to cancelled classes, delayed classes or activities, are to be computer generated and taped to the outside of the door where the activity is scheduled to take place.
- Sandwich board signs may be displayed in the outer parking lots to direct traffic for special events.
- Registered Groups or Chartered Committees holding special events must ask for permission from the General Manager in order to be granted exception to the sign policy for their event. Signs may not limit entrances or exits and must not cause damage to any structure.

Notices from the general public may be posted on the open bulletin board in the Lobby Copy Room adjacent to the Auditorium entrance. Notices on the open bulletin board will be date stamped and placed on the bulletin board by Management. Those notices will remain for 30 days and then removed by Management.

Any signage required by State and Federal law will be posted where required. Liquor licenses must be posted in the room where the activity is taking place. Pushpins or nails may not be put into the walls. Holders that do not damage walls such as "Command hooks" may be used.

i. Lost and Found Policy

Items found and turned into the Lodge office will be kept for up to sixty (60) days and then will be disposed of by the President and General Manager. The individual that runs in the found property can claim the item upon the completion of the sixty (60) days waiting time if they leave their name and address.

j. Massages and the application of lotions and oils inside the Lodge is prohibited.

2. Use of Lodge for Community functions

a. Registered Groups may use the Lodge facilities for Community functions without cost, unless the Association must incur costs for overtime of staff personnel. The additional cost will be charged to the group sponsoring the function. Advertising an event outside of the community is only authorized if approved by the Board of

Directors.

b. If the Group is a limited membership group, e.g. a neighborhood association, the Group may restrict attendance or participation in the function.

c. Fireplace Area – The moving of furniture in the Fireplace Area will only be allowed for events sponsored by Chartered Committees, and the Boutique Swap. The moving of furniture must be done by Lodge staff.

3. Use of the Lodge for private functions

a. Members may reserve the use of the Auditorium (entire or half), Garden Room and Deck for wedding receptions, anniversaries, etc. in honor of a family member. The sponsoring member must attend the function, be responsible for the actions of his/her guests and for any damage to the facility.

b. The reservation may include the use of the kitchen and bars. Food, beverages, chinaware, and linens must be provided by the host member.

c. Guests at private functions may not use other Lodge facilities, e.g. the Billiard Room, Library, Arts & Crafts Room, Woodshop, and Fitness Center.

d. Food and beverages shall be contained within the room rented.

e. The sponsoring member is responsible for the payment of fees for the use of the Lodge. A schedule of current user fees is available in the Lodge Office.

f. When guests number 100 to 299 at a private function, an additional security guard will be hired by the Association. When guests number 300 or more, a third security guard will be hired by the association. The resident renting the room will be required to reimburse the Association for the expenses of the extra guard(s) in advance of the private function. There is a four-hour minimum for each guard.

4. Functions not authorized. The Lodge may not be used for the following functions, unless specifically authorized by the Board of Directors.

a. Wedding receptions, anniversaries, etc. sponsored by a member in honor of an individual who is not a family member.

b. Office parties.

c. Social, civic, service, cultural, or other private functions by business, professional, religious, fraternal, political, alumni, organizations or societies, etc. which are not open to All Association members.

d. Memorial services.

B. Billiard Room

1. The use of the Billiard Room is limited to members and their guests, twelve (12) years of age or older.
2. Guests must be accompanied by the member at all times.
3. Persons using the Billiard Room must be in proper attire. Swim suites and bare feet are not permitted.
4. The number of players at any one table is limited to four.
5. When other members are waiting to play, play is limited to one hour
6. Members are responsible for the proper care of pool tables and equipment. Tables shall remain covered when not in use. No objects shall be placed on tables, except for billiard equipment currently in use, e.g. cues, chalk, etc. Do not sit on pool tables at any time.
7. Food or drink is not permitted in the pool table areas.

C. Swimming Pool

1. The Board of Directors sets the hours of operation of the Swimming Pools and Deck Area Facilities. These hours of operation are published in the *Harbour Lights* and are available in the Lodge Office. All access to the outdoor pool area will be locked at 8:00 p.m., except for functions arranged in advance with the General Manager.
2. Use of the Swimming Pools are restricted to members and their guests. Guests not holding a valid guest card must be accompanied by a host member at all times. Minor children of persons holding a valid guest card may use the swimming pool when accompanied by the cardholder. Class A Members and Recreational Members are limited to three guests at a time at the indoor pool. Associate Members and Recreational Associate Members are limited to one guest at a time. Members are responsible for the conduct and safety of their guests.
3. Children under three-years of age or who are not toilet trained are not permitted to use the pools.
4. When entering the pool area, all members must sign in with name and address at the lifeguard station indicating the number of guests, if any. The members must sign out to indicate the time leaving the pool.
5. Use of the pools is not permitted unless a lifeguard is on duty.
6. Persons using the hot tub must be 16 years of age or older.
7. All persons using the pools or the hot tub must shower before entering the pools or hot

tub. To preclude contamination of the pools or hot tub, showering with soap and without a swim suit is recommended.

8. Eating, drinking and the use of glass containers are not permitted in the indoor pool facilities or upon the apron of the outdoor pool. Clear plastic bottles containing drinking water are permitted in the pool areas.

9. Running, ball-playing, dunking and other forms of roughhousing are not permitted. Only Coast Guard approved life jackets of proper size and double chambered arm supports are permitted in the pools. Kick boards and noodles may be used by adults only.

10. All bathers must wear swim suits or swim trunks. Shorts and cut-offs are not permitted.

11. Anyone with rashes, cuts or skin abrasions is not permitted in the pools or the hot tubs.

12. Only greaseless type suntan preparations are permitted in the outdoor pool. Oils and emollients are not permitted in the indoor pool.

13. Playing radios or recording devices is permitted on the pool deck provided that the volume is kept sufficiently low that others in the area are not disturbed.

14. Cooking on outdoor grills is permitted only in the deck picnic areas outside the outdoor pool apron. Alcoholic beverages are not permitted in the pool areas unless a one-day liquor license is obtained through the Lodge Office for picnic area only.

15. Lockers are provided to secure personal items. Certain lockers have been designated to be used by members on an assigned basis. See Lodge Office for details. Locks may be placed on all other lockers only during the period the member or guest is using the pool, after which the lock must be removed. The Association and pool management company are not responsible for the loss of personal items. Locks will be removed by Management if lock is left on a locker overnight or on an unassigned locker.

16. In the event of equipment breakdown or emergencies, the pools, hot tub and saunas may be closed at any time without notice. The pools and hot tub must be vacated during electrical storms or other hazardous conditions, as directed by the lifeguard on duty.

17. Street shoes may not be worn within the outdoor pool enclosure or anywhere on the indoor pool apron. A street shoe is any footwear worn from the parking lot into the Lodge regardless of style.

18. Persons (including children) of any age are not permitted in the locker room of their opposite sex. The Association provides a family assisted dressing room for use by persons needing assistance.

19. Users of the saunas are responsible for reading the instructions and precautions

posted on the door of each sauna before using the facility.

20. Pools and the hot tub must be entered by the installed steps and ladders. Diving and jumping are not permitted.

21. Swim suits and bare feet are not permitted in the upper level of the Lodge.

D. Library

1. The Library is open during the same hours as the Lodge.

2. Members and their Guests may use the Library; however, only members may borrow books.

3. Reference books and current magazines and newspapers (those displayed on the tables) must not be removed from the Library.

4. A “sign-out” card must be completed for each book borrowed from the Library. More than one book title may be placed on a card if the books are by the same author. (Sign-out cards are available on the desk in the Library.)

5. Books may be borrowed for up to four weeks. Books shall be returned by placing them in the “Return” slot in the Library desk. The return date may be extended if prior arrangements are made with the Librarian.

6. Library users, when perusing the shelves, should be careful to return each book to the same place as it was found.

E. Woodshop

1. All members are eligible to use the Woodshop after signing the Woodshop Certification Form certifying that they have read, understand and intend to abide by the safety requirements. The names of members who have made the required certification will be entered on a List of Eligible Users.

2. Guests must be at least 18 years of age and be accompanied by a member who is on the List of Eligible Users.

3. To use the Woodshop, the member must sign out a key to the Woodshop from the Lodge Office. If the Lodge Office is closed, the key may be signed out at the Security Guard’s desk in the lobby.

4. Upon entering the Woodshop, members shall enter the time on the sign in/sign out sheet.

5. Members shall review the safety rules for each machine they intend to use. Members are responsible for reviewing the sign in/sign out sheet to determine if there are any

warning of specific problems with a machine they intend to use. (For safety, it is strongly recommended that at least two members be in the Woodshop when any machine tools are used.)

6. Members are responsible for leaving the Woodshop clean, even if the previous occupant has failed to clean it. The following actions are required when finished with the use of the Woodshop.

- a. Brush off all surface debris onto the floor and then sweep or use the shop vacuum on the floor.
- b. Return all tools and accessories to the places provided.
- c. On the sign-in/sign-out sheet enter the time leaving, any equipment used, any tools or machines not in good working order, and any problems encountered.
- d. Turn in the Woodshop key to the Lodge Office or to the Security Guard if the Office is closed. Report all tools or machines not in good working order to the Lodge Office or to the Security Guard.

7. Members must supply their own materials and supplies that they need to make a project, i.e. wood, glue, dowels, nails, sandpaper, steel wool, etc.

8. The removal of any tools from the Woodshop is prohibited.

9. Due to the limited space, large projects may not be assembled in the Woodshop. Painting or finishing in the Woodshop is not permitted.

10. The following safety rules shall be observed when using the Woodshop.

a. General

- Use common sense. If it doesn't feel right, it usually isn't right.
- Give your full attention to what you are doing in the Woodshop.

b. Eyes – Eye protection, goggles or safety glasses, must be worn when operating a machine tool.

c. Hair – Long hair must be tied back.

d. Dress

- Wear short-sleeved shirts or rolled up long-sleeved shirts
- Wear non-slip shoes covering feet completely – no leather soled shoes.

e. Machine Rules

- If you don't know how to use a machine, leave it until you know how. Ask one of the more experienced wood-workers for help.
- Before starting a project, outline each operation. Do not allow distractions.
- Check blade for tightness and sharpness. Make all adjustments to the machine tool before starting it.

- Except for cleaning, never remove a safety guard from any machine.
- After completing the cutting operation and the machine is turned off, pickup pieces of wood from the table and floor and discard. Small pieces vibrating on the machine table can interfere with the cutting operation. Small pieces on the floor can cause missteps, sprained ankles or more serious accidents.

F. Tennis Courts

1. All members and their guests may use the Tennis Courts, subject to the following limitations:
 - (a) a member may have only one guest without a Visitor Guest Card at a time and;
 - (b) the host member and the host member's guest must be using the Court at the same time.
 - (c) Members are responsible for the conduct and safety of their guests when their guests are using the Tennis Courts.
2. Keys to the Tennis Courts are available to members only. A key may be signed-out at the Lodge Office. Members may not loan their key to others and are responsible for the safekeeping of the key. Persons using the Tennis Courts are responsible for locking the gates.
3. The Tennis Committee may close some or all of the Tennis Courts for limited use during scheduled events such as, recreational "round-robins", social activities, tournaments, lessons and clinics. Scheduled events will be announced on the Heritage Harbour TV channel and will be posted on the bulletin board at the courts.
4. Children, under 18 years of age, permitted to play between 11:00 a.m. and 2:00 p.m. when accompanied by a member. Children may play at other times when accompanied by a member, but must yield the court if members are waiting to play.
5. The use of the Tennis Courts for private lessons or clinics must be arranged in advance with the Tennis Committee Chairperson.
6. Playing time is limited to one (1) hour if others are waiting to play.
7. Proper attire is required when using the Tennis Courts. Tennis shoes or other appropriate rubber-soled athletic shoes must be worn while on the courts. Shirts must be worn at all times.
8. Members should report to the Lodge Office improper or abusive use of the Tennis Court facilities or play by persons not eligible to use the facilities.
9. Persons using the Tennis Courts are expected to practice appropriate tennis decorum. Loud conversion and inappropriate language should be avoided.
10. The use of the backboard for practice should be limited so as to not disturb players on other courts. Use of the backboard should be relinquished to those wishing to use court #9.

11. Persons using the Tennis Courts are responsible for leaving the court area free of debris and the removal of all personal property.

G. Lake Heritage

1. All residents of Heritage Harbour and their guests are eligible to use Lake Heritage. Guests without a valid Guest Card must be accompanied by the host member. Persons under the age of 18 years may not use the Lake unless accompanied by a resident or a person over the age of 18 years with a valid Guest Card.

2. The use of the Lake is limited to the hours between sunrise and sunset.

3. Swimming, wading or ice skating is prohibited.

4. The use of boats on the Lake is subject to the following restrictions.

a. Boats may be no longer than 16 feet in length. All inflatable boats must have three (3) separate flotation compartments. The use of internal combustion engines is prohibited on any boat. The use of electric motors is permitted as long as they do not exceed thirty (30) pounds of thrust.

b. All occupants of boats must wear a Coast Guard approved life jacket.

c. All boats must be registered at the Heritage Harbour Lodge Office and carry an up-to-date registration sticker.

d. The overnight storage of boats on the Lake or on any of the surrounding property is prohibited. Illegally stored boats may be removed and impounded.

5. Fishing is permitted at the Lake by residents and guests carrying a valid Guest Card.

6. The building of piers, walkways or any other structure on the shore of the Lake is prohibited.

H. Clubhouse Dining Room

1. The use of the Clubhouse Dining Room is reserved for members and guests when accompanied by a member. Members may be required to show their Association membership card.

2. Hours of operation of the Dining Room are published each month in the *Harbour Lights* and posted on the Association's TV channel.

3. The cost of meals and beverages, including a service fee and Maryland sales tax, will be charged to the member's account and billed monthly. (Except that the cost of meals prepared for carry-out will not include a service fee; however, will be billed a delivery charge.) The service fee is 18% except for parties or groups of eight or more persons where the fee is 20%. Charges are due and payable to the Association when billed.

4. The serving and consumption of alcoholic beverages is subject to State law and the requirements of the Association's liquor license, to include the following restrictions.
 - a. Alcoholic beverages may not be brought into the Dining room, unless the Dining Room has been reserved for a private function and a special liquor license issued.
 - b. Alcoholic beverages may not be served to any person under 21 years of age. Proof of age may be required.
 - c. Alcoholic beverages are sold for consumption on the premises only.
5. Except for meals prepared for carry-out, the consumption of food and beverages is confined to the dining room and the patio only.
6. The Dining Room may be reserved for private parties during times when it is otherwise closed for business. The use of the Dining Room for private parties must be arranged with the Dining Room operator. In addition, an application must be submitted to and approved by the General Manager.
7. Pets are not permitted in the dining room except for assist dogs for the handicapped.
8. Although the atmosphere of the Clubhouse is informal, proper and tasteful attire is required. Golf and tennis attire is permitted.
9. Smoking is not allowed in the Clubhouse or within 20 feet of the entrance.

I. Golf Course

1. Use of the Golf Course is limited to members and their guests. Persons without a valid Guest Card must be accompanied by a host member. However, this rule may be waived during non-member group events approved by the Golf Committee as provided under paragraph 4 below.
2. The Golf Course is open for play January 1st through December 31st. The Pro/Golf Shop is closed during January and February. All applicable rules for use of the Golf Course shall remain in effect all year long.
3. From April 1 through October 31, the Course is reserved from 8:00 a.m. to 1:00 p.m. on Wednesdays for use by women and from March 1 through November 30 on Thursdays for use by men. In addition, the course may be reserved for special functions at other times, as approved by the Golf Committee.
4. Groups of non-members are allowed to use the Golf Course under the following conditions.
 - a. The outside group must be sponsored by a member, who shall be billed for the non-member greens fees for the entire group.

- b. The group cannot be any larger than eleven (11) foursomes.
 - c. The use of the Golf Course by outside groups must be approved in advance by the Golf Committee or the Golf Professional.
 - d. If any group is larger than four (4) foursomes, a notice shall be posted in a prominent place in the Pro Shop notifying golfers at least one week in advance of the date(s) and time(s) the group will be using the Golf Course.
5. The Pro/Golf Shop is open from March 1st through December 31st of each year. The Pro/Golf Shop will be closed during the Months of January and February and also closed on Mondays during December. Hours of operation of the Pro/Golf Shop are:
- 8:00 a.m. until 6:00 p.m. from April through October; and
8:00 a.m. until 5:00 p.m. during March, November and December.
6. The Golf Professional or Greens keeper may close the Course when, in his/her opinion, the safety of players may be jeopardized, the course is under repair, or damage may be caused to the Course.
7. Current greens fees and golf cart rental fees are posted in the Pro Shop and are available from the Lodge Office. Members may pay daily greens fees or an annual fee for unlimited play.
- a. Members who elect to pay daily greens fees will have the fees charged to their account and billed monthly. Such charges are due and payable when billed.
 - b. Members who elect to pay an annual fee shall make their payment at the Lodge Office or the Pro Shop, and will be issued a personalized golf tag which must be displayed at all times.
 - c. Greens fees for guests are charged to the host member's account.
 - d. Fee for the golf cart rental are paid in cash to the Golf Professional.
8. The following rules shall apply for play on the Course.
- a. All members and guests must register prior to play.
 - b. The Rules of the United States Golf Association will govern play at all times and all competitions throughout the tournament season, except as modified by local rules. The local rules are available at the Pro Shop.
 - c. Groups are limited to four players (four-some) unless the Golf Professional has given express permission for a group of five players (five-some). Such groups of five players must yield play to other groups.
 - d. Each player must have a golf bag or club carrier of any commercial make, style, and design with at least three clubs and a putter. The sharing of a bag and clubs is

not permitted.

e. All play shall begin on hole number one. Beginning play on any other hole is not permitted, unless directed by the Golf Pro.

f. No player shall hit until the forward players have left the green and are out of range, except when waved on by the forward players.

g. Practice shots are not permitted. Players are to play one ball only.

h. Persons using the Golf Course playing areas must be appropriately attired. Denim clothing from the waist down, regardless of color is prohibited. Male players must wear a collared shirt. Tee shirts, tank tops, short shorts, or cut-offs are prohibited. All members and their guests, regardless of age, must comply with the dress code. Metal-spiked shoes are prohibited; “green-friendly” soft-spike golf shoes are accepted.

i. Slow play is not permitted. Any group that has a complete hole open in front must yield play to other groups immediately behind.

j. Players are responsible for damage caused by errant golf balls striking private property.

9. All persons using the Golf Course must exercise due care in preserving the conditions of the course. Accordingly, each golfer must:

a. Replace divots; and

b. Smooth out sand traps and leave the rake in the trap; and

c. Repair ball marks on the green; and

d. Keep motorized carts and pull carts on cart paths at all times.

10. The Golf Professional will control the starting times including turn-times on the “10th hole”. Players completing nine holes and wishing to continue play must alternate with groups of players waiting to play. The Golf Professional may deny alternate playing during certain tournaments until all players have teed off.

11. No more than two persons may ride a golf cart at any time. No one under 16 years of age is permitted to drive golf carts. A third bag is allowed upon paying an additional fee. Members and guests are responsible for any damage to golf carts.

J. Recreational Vehicle (RV) Storage Lot

1. Parking spaces in the RV Storage Lot and boat storage racks for small boats (kayaks, canoes, etc.) are for use by community members only. Parking spaces shall be limited to one space per household and boat rack spaces wherever located in the community shall be limited to one per person, two spaces maximum per household. A parking or boat

rack space assignment will be valid until such space is no longer needed by the resident. The resident holding either type of space assignment is responsible for notifying the Management Agent, in writing, when the space is available for reassignment.

2. Spaces are available for the following types of recreational vehicles only:

- a) Motor homes – Self-propelled RV with sleeping, cooking and toilet facilities. Motor homes are limited to a maximum length of 36 feet.
- b) Camping trailers - RV camper trailer requiring a tow vehicle up to a maximum length of 32 feet.
- c) Truck campers - RV camper which slides onto or is mounted on a pickup truck.
- d) Trailer-mounted recreational vehicles up to 32 feet maximum overall length for the vehicle mounted on its trailer. This includes but is not limited to boats of all types.
- e) Utility trailers - Open or enclosed trailers up to a maximum length of 28 feet.
- f) Small boats stored on boat racks - Canoes, kayaks, rowboats, etc. up to a maximum length of 17 feet.

3. To apply for assignment of a space, RV owner must submit an application to the Management Agent. The application must be accompanied by a copy of the current registration and proof of insurance in the RV owner's name. Travel trailers, utility trailers and boat trailers must be insured while parked. Most insurance policies cover trailers ONLY while connected to the towing vehicle. Therefore, trailers require a separate policy premium to be covered while the trailer is separated from the towing vehicle. If uninsured while disconnected from the towing vehicle, owners must sign a formal statement assuming personal liability for damages incurred by their vehicle, trailer or boat while on the RV lot.

4. Each RV shall display the Heritage Harbour decal on the front of the vehicle, boat trailer, travel trailer or motorhome.

5. Each vehicle or trailer shall display a current state motor vehicle license plate. Each Boat with a motor shall display a current state registration. If vehicles, trailers or boats do not display current licenses, the Management Agent may have the vehicle or boat removed from the Lot to a storage facility at the owner's risk and expense.

6. RV's must be backed into the assigned space, unless otherwise instructed by the Management Agent or the Chair of the RV Committee.

7. The assigned RV space shall be used only for storage of the RV assigned that space. Spaces may be reassigned at the option of the RV Committee.

8. The RV lot shall remain locked at all times when not in use. Keys are available from the Management Agent upon the payment of a \$25 deposit. The deposit will be refunded when the assigned space is relinquished and the key returned to the Management Agent.

9. Assigned RV spaces are not transferable. If a person with an assigned space is no longer a resident of Heritage Harbour, the RV must be removed and all keys surrendered. Also, if the RV owner disposes of the RV assigned a space and a replacement RV is not obtained within 90 days, the space shall become available for reassignment.

10. If an RV space will be vacant for more than six (6) weeks, the space holder shall notify the Management Agent, in writing, of the expected dates of departure and return. Otherwise, spaces vacant for more than six (6) weeks will be considered available for reassignment.

11. The electricity provided at the RV lot shall not be used to run refrigerators, air conditioners, or other appliances. The RV owner must be present while the electricity is being used.

12. RV owners are responsible for properly maintaining RVs stored on the Lot to prevent rust, oil, antifreeze, or any other substance from dripping on the Lot surface. If such occurs, the Management Agent will send a letter to the RV owner describing the condition and specifying the date by which the condition must be corrected. If not corrected by that date, the Management Agent may have the RV towed from the Lot to a storage facility at the RV owner's risk and expense.

13. RV owners are responsible for keeping their space free of litter and weeds. Trash must be removed from the RV Lot and disposed of properly.

14. The RV Lot shall be used only for the storage of actively used RV's. If an RV is not used at least once a year, the permit shall be revoked and the RV must be removed from the Lot. If the RV is not removed, the Management Agent may have the RV removed from the Lot to a storage facility at the owner's risk and expense.

15. The RV Lot shall not be used for temporary sleeping quarters or residences.

16. The RV Lot shall not be used for major maintenance or repair. Minor repair or upkeep of RV's may be performed on the RV Lot provided that the work does not create a safety hazard or interfere with the use of the Lot by others.

17. Owners of vehicles in parking spaces are responsible for providing wheel blocks in the front and back of one wheel on each side of their vehicle that are sufficient to prevent any forward or backward movement of their vehicle.

18. Owners of trailers with trailer jacks shall use blocks of sufficient size and strength to distribute the weight resting on each trailer jack so that the jack plate or wheel does not leave a dent or otherwise damage the lot pavement.

19. Boat rack users shall insure that their boats are securely tied down and provide their own straps if the straps provided in the racks are not sufficient.

K. *Harbour Lights*

1. Harbour Lights is the official newsletter of the Heritage Harbour Community Association, and its purpose is to transmit information about and within Heritage Harbour. It should be a reasonable sounding board for the community, which welcomes constructive expression of alternative views on important issues – not a battleground for conflicting views of Board members or residents.

2. Information of the following types will be considered for publication:
 - a. Reports on actions or plans by the Board of Directors, the Management Agent, *ad hoc* or chartered Board Committees, and registered groups, clubs or activities; and
 - b. Articles and letters concerning activities of general interest to the community, submitted by any members. Letters expressing opinions of residents that are positive in tone and that offer constructive suggestions and advice are welcomed. Criticism of individuals, committees, or groups will not be accepted. Letters concerning politics, religion or events outside of Heritage Harbour will also be rejected. Letters must be no longer than 100 words and may be edited for factual content, spelling, grammar, and to save space. No more than one page per issue will be devoted to "Resident's Opinions." If multiple letters expressing opposing views on the same subject are received, the Editor will select for printing the letters that most represent the views of the majority on each side of the issue.
3. Members may submit articles and letter for publication. Such articles and letters shall conform to the following guidelines.
 - a. Submissions should be limited to 300 words or be subject to editing.
 - b. Personal views and information should be new; i.e., previously unpublished.
 - c. Submissions should not include inflammatory language or personal attacks.
 - d. The goal of all articles should be to provide information that is generally interesting, amusing, and relevant to the community.
 - e. Direct solicitations for funds are not acceptable.
 - f. Articles and letters about politics or religion are not acceptable, unless the issue directly affects Heritage Harbour.
 - g. All submissions must be signed.
4. The determination of whether submitted material meets the criteria of balance, freedom from bias, and significance of interest to the community as a whole will be made by the editor. Submitted materials may be edited and submitter will be notified if substantial changes are made. The editor's decision is final.

L. Television Channel (Comcast 970 and Verizon 495)

1. Messages for airing on the Television Channel may be submitted by Class A and Recreational Members, the Management Agent, Chartered committees and Registered Groups.

2. Messages must be submitted on an approved form. It is preferred that messages be submitted electronically using the online Jotform, or an emailed Word document. Links to all electronic forms are available on the TV Messages website page.

3. To be accepted, messages must be of interest to the general membership. The following types of messages shall not be accepted.

- a. Controversial
- b. Confrontational
- c. Commercial
- d. Promoting a highly partisan objective

4. The decision concerning the acceptance of a message shall be made by the TV Channel-Website Committee Chair, in consultation with the committee. The Committee's decision may be appealed to the Board of Directors.

M. Fitness Center

1. Use of the Fitness Center is limited to members and their guests, eighteen (18) years of age or older. Guests not holding valid Guest Cards must be accompanied by the host member.

2. All persons using the Fitness Center and/or exercise equipment do so at their own risk and explicitly accept the provisions of the Certification and Waiver Notice which is posted in the Fitness Center and is included in the booklet entitled *Exercise Guidelines*. The booklet is available in the Lodge Office.

3. Users of the Fitness Center are advised to become familiar with the information in the *Exercise Guidelines* booklet before beginning an exercise program or significantly increasing their exercise regimen. The booklet is designed to provide general principles and guidelines appropriate for an older population as well as instructions for each piece of equipment. Copies of the booklet are available in the Lodge Office. The Fitness Center Committee strongly recommends taking the booklet to the health care professional, discussing exercise goals, and in consultation with that professional, setting up an exercise program with precautions and/or limitations noted.

4. Upon entering the Fitness Center, the user must log in with name and address on the sign-in sheet and check off the equipment to be used.

5. Appropriate attire is expected, i.e. shorts or slacks and tops, sweat suits or warm-ups, and athletic shoes. Bare feet, swimsuits, and above all, sandals, loafers, boat shoes, shower shoes, or thonged floppies are not allowed. Each user should bring a towel to wipe off perspiration.

6. Purell hand sanitizers and buckets of individual wipes are provided for keeping germs to a minimum. The hand sanitizer should be used after signing in. A handy-

wipe should be used to clean surfaces of each machine before and after use.

7. Users are responsible for the proper use of the exercise equipment. Instructions on the use of equipment are contained in the *Exercise Guidelines* booklet. In addition, members of the Fitness Center Committee are available for instruction on the proper use of equipment. The names and telephone numbers of the committee members are available in the Lodge Office.

8. Do not move, repair, or make uncalled-for adjustments to the exercise equipment. Notify the Lodge Office or the Security Guard on duty of any piece of equipment not in good working order.

9. The use of all aerobics equipment is limited to 20 minutes if someone is waiting. That 20-minute exercise period begins when you begin exercising, not when someone begins waiting.

10. As a precaution, do not attempt to set up someone else's exercise program. An individual's medical history, previous injuries, surgeries, illnesses, medications, age, and general well-being are best evaluated by one's own health care professional.

11. Emergency buttons and pull cords are prominently identified and located inside both entrances to the Fitness Center which, when pressed or cords pulled, will summon the lifeguard on duty. An emergency call to 911 can be placed (without using coins) from the telephone in the hallway just outside the main entrance to the Fitness Center.

12. The last person to leave the Fitness Center should turn off the fans and lights.

N. Community Waterfront

1. Use of the Community Waterfront (the Waterfront) is limited to members and their guests. Guests not holding a valid guest card must be accompanied by a host member at all times. The Waterfront includes the shoreline and one-hundred (100) feet of land adjacent to the shoreline, the community pier, and any other related Association facilities.

2. Use of the Waterfront is limited to the hours between sunrise and sunset.

3. All persons using the Waterfront are responsible for removing their trash and equipment. Equipment may not be stored on the Waterfront without permission of the General Manager.

4. Use of the Waterfront for picnics, cookouts, swimming or wading is prohibited.

5. Persons using the Waterfront for fishing or crabbing must comply with all applicable State regulations.

6. The following rules shall apply to the use of the community pier (the pier).

- a. Use of the pier is limited to pleasure boats with a beam of less than nine (9) feet. All motor boats must display a current state registration decal.
- b. Boats may be docked for up to forty-eight (48) hours at the areas of the pier marked for temporary docking without the need for a temporary permit. A temporary permit is required for periods longer than forty-eight hours. Members may apply for temporary permits for themselves and for their guests. The temporary permit application procedures are contained in Administrative Resolution No. 10.
- c. Use of the numbered boat slips is limited to annual permit holders. Only members may be issued an annual permit. The permit application procedures are contained in Administrative Resolution No. 10. Annual permit holders must make active use of their assigned boat slip for at least four months during the period of April 1 to October 31. If an assigned boat slip is not actively used, the Waterfront Committee may revoke the permit and reassign the slip.
- d. Permit decals must be displayed in a prominent place on the boat. Boats using a slip without a valid permit or without the permit decal displayed may be removed and stored by the General Manager at the owner's risk and expense. Permits are not transferrable.
- e. All persons using the pier are solely responsible for properly securing their boats to prevent damage to the pier or to other boats. No equipment may be stored on the pier without the permission of the General Manager.
- f. Use of the pier for fishing or crabbing is confined to areas of the pier where no boats are docked. Fishing tackle or crab traps shall not be left unattended. The General Manager may confiscate any tackle or traps left unattended on the pier.
- g. Persons shall not make any modifications to the pier or attach any permanent fixture to the pier or its pilings, including driving nails into the pier, without the permission of the General Manager.

7. The following rules shall apply to the use of the shore for launching, retrieving, and storage of small boats.

- a. Only small boats, such as canoes, kayaks, and dinghies are permitted on the shore. Boats with motors of any kind are not permitted on the shore.
- b. Boats must meet all state and local requirements, as applicable, including floatation devices worn by all occupants.
- c. Boats must be launched, retrieved and stored only at the designated areas. Small boat storage area users are required to log the date and time of each use of their boat. A usage log is provided in the small boat storage area for this purpose.
- d. Use of the shore for storage of small water craft (kayak, canoe, Stand Up Board) is limited to permit holders with a current decal on display. Only members may be issued permits to store their boats on the shore. Permits are issued one per person with two maximum per household. The permit application procedures are contained in Administrative Resolution No. 10. If during a calendar year a small water craft is not used at least once (as recorded on the sign out sheets at the bridge), then the Waterfront Committee may revoke the permit and re-assign the rack space for the following year.

- e. Permit decals must be displayed in a prominent place on the boat. Boats using a slip without a valid permit or without the permit decal displayed may be removed and stored by the General Manager at the owner's risk and expense. Permits are not transferrable.
- f. Boats must be maintained in good repair. The use of the shore for major repair of boats is prohibited.
- g. Owners are responsible for properly securing their boats while stored on the shore.
- h. All small boat assignments are made at the discretion of the Waterfront Committee and may be changed by the Committee at any time as needed to meet the best use requirements of the Heritage Harbour boating facilities in the judgment of the Committee. The Committee will have the right to relocate boats within the facilities.

O. Community Bus

1. Use of the Community Bus (the Bus) is limited to members and their guests. Guests not holding a valid guest card must be accompanied by a host member at all times. Guests may use the bus only if space is available and is subject to the limitations contained in this section.
2. The Bus provides transportation for local trips on a regular schedule and for special trips as scheduled.
 - a. The regular schedule for local trips shall be determined by the General Manager. The schedule shall be posted on the Heritage Harbour website and is available at the Lodge Office. Members must call the Lodge Office between 9:00 and 9:20 a.m. to reserve a seat for a local trip on that day. A member may reserve a seat for themselves and not more than one other person. A local trip may be cancelled unless at least two members have called to reserve seats for that trip.
 - b. Special trips may be scheduled by the General Manager. The schedule for special trips will be published in the *Harbour Lights* and/or announced on the Heritage Harbour Television Channel. To reserve a seat for a special trip, members must call the Lodge Office between 9:00 and 9:20 a.m. on the date published in the *Harbour Lights* or announced on Heritage Harbour Television. A member may reserve not more than two seats. A special trip may be cancelled unless at least ten members have called to reserve seats for that trip.
 - c. Guests are not permitted to ride the bus if members are on a waiting list for the trip, whether a local or special trip. If a waiting list develops after a seat has been reserved for a guest, the seat for the guest will be relinquished until all members on the waiting list have reserved a seat.
3. Passengers using the Bus must comply with the following.
 - a. Passengers must obey all posted safety requirements.
 - b. Smoking is not permitted on the Bus.

- c. Alcoholic beverages may be carried on the Bus, but shall not be consumed while on the Bus.
 - d. Pets are not permitted on the Bus (except assist dogs for the handicapped).
 - e. The use of wireless telephones is not permitted, except in an emergency. Telephones should be turned off while on the Bus.
4. The General Manager may cancel any trip due to unavailability of a driver, weather conditions, mechanical problems, or maintenance requirements. The Association shall not be held liable for any financial losses due to the cancellation of a trip.

P. HHCA Website

1. The website is hosted at a remote site and is accessed via the internet. The website provides information for the general public about Heritage Harbour and contains a password protected resident only area for information pertaining to events, documents, budgets, etc., for members of the Heritage Harbour Community Association.
2. Web page content is placed on the web by the registered group's web page administrator. Association documents and information from chartered committees are placed on the website by the Lodge office.
3. Registered Activities may have one page on the website. Links to outside websites are permitted. A maximum of 30 photos of less than 1MB each and other internal documents may be uploaded to each page and saved in the Media Library. Links can be used to connect to large photograph slide shows that host photographs, such as Flickr. Photos and other documents saved will be deleted from the Media Library by the Registered Activity when they are no longer visible on the web page. Large unattached files will not be permitted. Individual pages with password protection will not be permitted.
4. A Classified Advertising program on the website for and by the residents is available. To submit an ad, send an email with "CLASSIFIED AD" in the subject line to administration@heritageharbourca.com on a "standard form" that is available through a link on the website. The contact information of the resident should include- name, email, phone number, address and a description of the item in 40 words or less. A picture of the item for sale may be included. Creation, editing, and deletion of ads is done by the HH Management Staff. The HH management staff will place the ad on the website and remove it after 21 days. Classified Ads are provided to residents at no cost and are shown in the Residents Only section of the website.

Ads will be not be approved with any inappropriate content such as:

- any goods, service, or content that violates the law or legal rights of others
- alcohol or tobacco
- prescription drugs, controlled substances and related items
- recalled items or hazardous materials
- unlaundered bedding/clothing

- tickets or gift cards that restrict the transfer of the item
- lottery or raffle tickets, sweepstakes entries, slot machines, or other gambling items
- false, misleading, deceptive, or fraudulent content.