

SEAGULL BEACH CLUB
POLICY AND PROCEDURE MANUAL

Established July 2025

ADOPTION OR AMENDMENT OF POLICIES, PROCEDURES AND RULES

The Board of Directors from time to time in accordance with the Association's governing documents, may in any open meeting Amend, Adopt, or Delete, the Rules and Regulations, Policies and Procedures of the Association with a majority vote from the Board. Should the Board make changes to the above, it shall give all members notice of these changes in the first Association newsletter following the change. Any part of the governing documents that do not comply with Federal, State, or Local law should not be enforceable.

ASSOCIATION ENFORCEMENT AND COMPLAINT PROCEDURE

Fines Policy

The fine schedule is attached to the rules and regulations specifying the fine structure. Each violation is subject to a separate fine and violation.

Enforcement Policy

Enforcement of the rules and regulations set forth in the governing documents is the responsibility of the Board of Directors. If it is deemed that a violation has occurred; the Association may file a written complaint which will include the time, date, and violation as well as the punishment that was issued for the said violation.

ATTORNEY POLICIES

Attorney Fees Policy

The association will require owners and/or guests to reimburse for the collection costs, reasonable attorney fees, and any other costs incurred by its attempts to collect monied owed to the Association including but not limited to: delinquent accounts, enforcement of violations, and all other legal expenses.

Attorney Client Privilege

Once an issue has been resolved, which we have sought legal advice for; the Board at their discretion can disclose such information at an open meeting and make the information an open document to the Membership. The Board, at their discretion, can preserve the attorney client privilege on the matter. The Board shall discuss in executive session prior to relinquishing the attorney client privilege.

CODE OF CONDUCT FOR BOARD MEMBERS

***BOARD MEMBERS SHALL ACT IN THE BEST INTERESTS OF THE ASSOCIATION AS A WHOLE AT ALL TIMES. ***

The list below is a list of expectations of Board Members; however, this list is not exclusive:

1. Board Members shall comply with ALL governing documents as well as Federal, State, and Local Laws.
2. Board Members shall behave professionally at Meetings
3. Board Members shall maintain confidentiality when dealing with all legal, contractual, personnel and management matters involving the Association and/or Board.
4. Board Members shall disclose any conflicts of interest
5. Board Members shall refrain from interfering with management, staff, and contractors including legal counsel. All communications on behalf of the Association with contractors including legal counsel, must go through designated management staff.

***Violation of the Code of Conduct can result in automatic termination from the Board. ***

COLLECTION POLICY

Maintenance Fee Collection

Maintenance fees are due January 1st of every year and late after January 31st of every year. If payment is not received by January 31st, a late fee is assessed. Interest is accrued at a rate of 1.5% per month and will be assessed the first of every month for each month of delinquency.

Returned Checks

If a check is returned to the association for any reason, the bank charge, if any, will be passed on to the owners' account along with charges for office time to process the returned check. Should the Association receive 2 checks returned, the Association can require the owner to pay by certified funds.

***No unit can be utilized until the unit has been paid for in entirety. Keys will not be issued and/or units cannot be deposited with interval or the rental pool until the account is clear. ***

MEETING POLICIES AND PROCEDURES

Notice of Meetings

Meeting Agendas will be posted 48 hours ahead of any scheduled Board Meeting.

Emergency Meetings

An emergency board meeting can be called when circumstances arise that are unexpected, require immediate action, and make it impractical to provide the usual notice, focusing on urgent matters that cannot be delayed. The 48-hour notice does not have to be enforced.

Closed Door Meetings

Closed door Board Meetings should be conducted for personnel issues and/or legal issues. Board Members, Management, and anyone invited by the Board or Management are the only parties permitted in these meetings. If an action is taken at this meeting, the Board will not disclose the information to any members or persons not in attendance. The minutes shall indicate this was an executive session and the minutes will not be available to the ownership.

Annual Meeting

The Annual Meeting will take place the 2nd Saturday of January at a place set by the Board of Directors. All ownership is invited to attend, via instructions in the winter newsletter on a first-come, first-serve basis.

***The Board at their discretion may alter the order of business for any meeting. ***

MISCELLANEOUS POLICIES

Alternative Accommodations

- If a unit becomes uninhabitable due to the fault of the occupants, securing alternate accommodations are the responsibility of the occupant. If Seagull is responsible for the unit becoming uninhabitable, the Association will make every effort to find alternate accommodations.
- Reimbursement to any owner or guest for temporary lodging due to room AC failures (room temp exceed 81 degrees) for more than 24 hours will be limited to Seagull's owner room rental rate.
- There will be no reimbursement for accommodations if loss of use is caused by an act of God.

Board Member Education

The association may approve reimbursement for the educational courses for Board Members. Reimbursement is only for the class and any educational materials needed to complete the course.

Conflicts

If a dispute occurs between an owner and the Association, the Board will make every effort to resolve the issue directly with the owner. The Board does have the right alongside management to seek legal counsel/advice regarding the dispute. If the Board is unsuccessful at working out an agreement, the Board can take whatever action necessary to enforce the governing documents and protect the well-being of the Association.

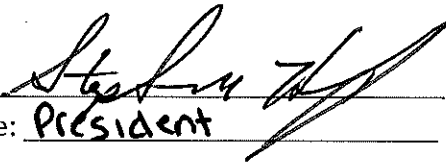
Sales Price of Association Owned Units

The sales price of Association owned units will be being non-negotiable, unless otherwise authorized by the Board by means of a promotional sale.

Any changes, amendments, or removals to the policy manual will be signed and put into effect via the certification below.

The Undersigned hereby certifies that the forgoing resolutions were adopted by the Board of Directors of the Association at a duly called and held meeting of the Association on July 7 2025.

Sea Gull Condominium Association, Inc.

By: 
Title: President