



RULES AND REGULATIONS



Station One Rules and Regulations

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SUMMARY OF STATION ONE RULES AND REGULATIONS

To help promote your safety, comfort and enjoyment while at Station One, all owners, guests and tenants are required to abide by the Station One rules and regulations. A complete list of rules is available through the Station One office and in each unit.

PARKING

- A valid Station One parking sticker or permit must be prominently displayed in the front windshield of any vehicle parked on Station One property with all information clearly visible from the exterior of the vehicle for it to be considered valid.
- Temporary parking permits are limited to two per unit at any time.
- Parking is permitted in designated spaces only.
- The fifteen-minute parking spaces are for loading and unloading only.
- Commercial vehicles, recreational vehicles, boats and trailers are not permitted. Temporary exceptions may be granted. Contact Station One Management.
- Vehicles parked in Handicap spaces must display a valid Station One parking permit AND a government-issued handicap identification tag properly dated.

TOWING

- Station One reserves the right to enforce its parking rules by towing any vehicle not displaying a valid permit.
- The license plate of any vehicle violating the parking rules will be recorded by Station One Management or security and may be subject to towing.
- Any vehicle violating the handicap parking rule is subject to IMMEDIATE towing.
- All towing and retrieval of any vehicle towed will be at the expense of the owner of the vehicle and NOT the responsibility of Station One.

NO SMOKING

- Station One common areas are smoke free. No smoking includes the lobbies, hallways, office area, walled pool area, stairwells, social room, laundry rooms, elevators, balconies, decks and grill area.

CONDUCT

- Station One asks and expects behavior on Station One property to be within the bounds of commonly accepted good taste and in deference to the rights and enjoyment of others on Station One property.
- If a violation of any North Carolina criminal law or of Wrightsville Beach ordinances occurs, Wrightsville Beach Police will be called WITHOUT warning. Station One reserves the right to terminate any rental and order expulsion from the unit rented pursuant to Station One Bylaws and/or Declarations upon violation of Station One rules and/or regulations.

NOISE

- Please respect that Station One property is shared. Loud noise of ANY kind is prohibited. Keep noise from television, stereo equipment, musical instruments and talking to a respectful level. Station One reserves the right to contact Wrightsville Beach Police if the noise level is not reduced following a warning.

PETS

- Pets are not permitted at Station One. With required documentation to Station One management, an exception may be granted for a disabled individual with a properly authorized/registered "service animal."

DOORS

- Doors to the building and to the pool area MUST be kept locked. Do not prop the doors open.

UNLOADING

- Carts are available for loading and unloading. They are for use by owners, guests, or tenants to transport items to units.
- They are to be returned to their proper storage area promptly after use.
- Please do not take the carts into the units.

TRASH

- Please make every effort to use the trash chutes between the hours of 7AM and 10 PM so as not to disturb occupants of adjacent units.
- All trash is to be contained in closed plastic bags.
- Trash chutes are located in closet across from E/F units.
- Trash receptacles for townhouses are located in the fenced area near the tennis courts.
- Recycling may be taken to Wrightsville Beach Recycling Center (dumpsters located in the parking lot next to Wrightsville Beach Police Station).

BALCONIES

- Articles of clothing, linens, towels, etc. shall not be hung on the balcony railings.
- Do not throw food or objects from the balconies.
- DO NOT FEED ANY BIRDS FROM THE BALCONIES.

STORAGE

- A storage area for beach items is available in the fenced area across from the pool under the building.
- Station One is not responsible for items stolen or damaged.
- Do not store items in hallways or stairwells.

POOL

- Pool hours are from 8:00 AM to dusk. Pool is open for swimming from April 1 through October 31.
- No lifeguard is present. Swim at your own risk.
- A partial list of pool rules is posted in the pool area.
- No glass is permitted in the pool area.
- An adult must accompany children under the age of 10.
- Please do not leave towels or items of clothing on pool chairs or tables when you are not at the pool.

TENNIS

- Sign up sheet for court time is located in the front lobby.
- Each unit may reserve up to 1.5 hours of court time per day. Play may be extended until the reserved time of others.

GRILLS

- Gas grills are available for use in the recreation area under the north wing of the high-rise.
- They are not to be moved from the immediate grilling area.
- Grilling is strictly prohibited in all other areas of the high-rise building including unit balconies
- Townhouses are permitted to use gas grills on the decks against the outside railings away from sliding glass doors.

FIREWORKS

- Station One strictly prohibits the use of fireworks.

VIOLATIONS, QUESTIONS AND ENFORCEMENT

Reports of violations, questions or recommendations concerning these Rules and Regulations and their enforcement should be referred in writing to Station One Management or the Board of Directors. The Board will make final decisions on all activity.

Last Amended 10-28-2016

1. PARKING

- Valid Station One owner parking stickers or temporary parking permits are to be prominently displayed on all vehicles parked on Station One property. Owner stickers are to be prominently displayed in the front windshield of the vehicle and temporary permits are to be prominently displayed on the dashboard. All information on the sticker/permit must be readable from the exterior of the vehicle to be considered valid.
- Owner's stickers may be registered for multiple cars of the owner so that they can be transferred between owner's cars. The vehicle information for each car that is permitted to use that sticker will need to be on file at Station One. Stickers should be removed from vehicles when cars are sold and transferred to the new vehicle. Register the new vehicle information with Station One Management.
- Owners should report to Station One Management if a sticker is lost or stolen. The lost or stolen sticker will no longer be considered a valid sticker and should a vehicle park in the lot displaying the sticker, it will be subject to immediate towing.
- Station One reserves the right to enforce its parking rules by towing any vehicle not displaying a valid sticker/permit. The license plate of any vehicle violating this parking rule will be recorded and subject to towing immediately.
- The fifteen-minute parking spaces are for loading and unloading only. A vehicle is subject to towing if parked for an excessive time in these spaces with or without a valid parking sticker or permit. Contractors and other service providers are not permitted to park in the fifteen-minute spaces unless they are loading/unloading heavy items. They must immediately move their vehicle upon completion of the loading/unloading to the north facing lot along the fence.
- Parking is permitted in designated spaces only. Driveway, dumpster, fire hydrants, fire zones and door accesses must not be obstructed by vehicles.
- Vehicles parked in designated handicap spaces must display a valid Station One parking sticker/permit AND a government-issued handicap identification tag properly dated. Any vehicle violating this rule is subject to IMMEDIATE towing.
- All towing and retrieval of any vehicle towed will be at the expense of the owner of the vehicle and NOT the responsibility of Station One.
- Each unit may be issued two (2) owner's stickers. Two temporary parking permits per visit may be obtained at the Station One office. The temporary permits may be used by the owner, guests or by tenants renting the unit. A third and fourth owner's sticker per unit may be purchased for \$100.00 each.

- Owner's stickers must be obtained through Station One Management. Owners must present their vehicle's registration information. Temporary parking permits are available only through the Station One Management or security. These permits will include the vehicle license number, the unit number, and the starting and expiration date of the temporary permit. Temporary permits will be limited to seven days. Exceptions will be granted for long-term rentals, and other legitimate reasons as determined by Station One Management.
- It is the responsibility of the unit owner, or a rental agent acting on behalf of an owner, to notify Station One in writing or call Station One at 910-256-9988 to authorize the issuance of temporary permits to a specified person PRIOR to that person's arrival at Station One. Failure to notify the Station One office may result in the guest being denied a temporary permit until the unit owner is contacted for verification.
- During non-peak season (September-April), additional temporary parking permits may be issued at the request of an owner or tenant. Station One reserves the right to limit the number issued depending on the number of spaces occupied in the lot.
- Should an owner reserve the social room for an event or is expecting guests for an event in their unit, an appropriate number of additional temporary parking passes, as determined by Station One management or security, may be issued for that specific event. Notify Station One Management ahead of time to expect this need. These may be limited in duration depending on circumstances of parking at that time. Station One reserves the right to limit the number of temporary parking passes to be issued for this purpose.
- Parking of commercial vehicles, recreational vehicles, boats and trailers is not permitted in Station One's parking lot. Temporary exceptions may be granted. Contact Station One Management. Parking for temporary exceptions must be limited to one space along the fence shared with One Lumina or along the side street.
- All vehicles must be able to and shall park within one parking space.
- Regulations pertaining to all motorized vehicles will also apply to motorcycles and motorized scooters.
- No car washing or vehicle repair, other than emergency work, is allowed on Station One property.
- Owners are encouraged to contact Station One Management or security at 910-2565-9988 to report a violation.

2. CONDUCT

2.1 GENERAL

Station One asks and expects that behavior on Station One property be within the bounds of commonly accepted good taste and in deference to the rights and enjoyment of others on Station One property.

- Please respect that Station One property is shared. Loud noise of ANY kind is prohibited. Keep noise from television, stereo equipment, musical instruments and talking to a respectful level. Station One management or Station One security may warn occupants to reduce noise levels on Station One property. However, Station One reserves the right to contact Wrightsville Beach police if the noise level is not reduced upon warning.
- If a violation of any North Carolina criminal law or of Wrightsville Beach ordinances occurs, Station One will call Wrightsville Beach police WITHOUT warning.
- Unit owners shall be liable for damage to Station One common property due to the intentional or negligent act of the unit owner or their guests, tenants or tenants' guests. Station One will assess the unit owner for the costs of the required repairs.
- Station One reserves the right to terminate any rental and order expulsion from the unit rented pursuant to Station One Bylaws and/or Declarations upon violation of Station One rules and/or regulations.
- The use of skateboards, hover boards, non-motor scooters, rollerblades, and skates are not permitted on Station One property.

2.2 NO SMOKING

- Station One common areas are smoke free. Smoking, including the use of electronic cigarettes, is not permitted in the lobbies, hallways, office area, walled pool area, stairwells, social room, laundry rooms, elevators, balconies, decks and grill area.
- Ashtrays are located at the entrances of the building on the ground floor for extinguishing smoking materials before entering the building.

2.3 PETS

- Pets are strictly prohibited. With required documentation to Station One management, an exception may be granted for a disabled individual for a "service animal."

2.4 FIREWORKS

- Station One strictly prohibits the use of fireworks.

3. AMENITIES

All persons using Station One facilities, including amenities, do so at their own risk. Owners, management and Station One board members are not responsible for accidents, injuries or the loss of personal belongings.

3.1 SWIMMING POOL

The pool and surrounding deck area are open for use between 8 AM and dusk each day April 1 - October 31. The pool area may be used by unit owners, tenants and guests only. Proof of association with a unit owner or tenant may be requested or required.

- All persons using the swimming pool do so at their own risk. There are no lifeguards on duty.
- Station One rules and local ordinances governing pool use are posted in the pool area.
- No running, boisterous or rough play or diving is allowed.
- No person with skin, eye, ear or nasal infections or communicable disease is allowed in the pool.
- NO SMOKING is permitted in Station One Common Area, including the Pool Area.
- Owners and tenants are responsible for the behavior of their guests at the pool. A responsible adult, at least 18 years of age, must accompany children under 10 years of age while in the pool area.
- Children not toilet trained and/or incontinent persons are not allowed in the pool without swim diapers or snug fitting waterproof pants under swimsuits. In the case of children or incontinent adults in the pool, the owner may be charged \$150 for chemical treatment and cleaning of the pool in the event of a fecal accident.
- Appropriate swimwear must be worn. Filter clogging cut-offs and articles of clothing with stringy or ragged edges are not permitted.
- Pool furniture is not to be removed outside the walled pool area. Do not leave towels or other personal items on pool furniture or tables while not at the pool.
- Please use discretion when playing music. Please be courteous to other pool users and occupants.
- No glass is permitted in the pool area. If glass is broken in the pool it must be drained and a \$500 fine will be enforced.
- Shower to remove sand before entering the pool.
- Large flotation devices are not permitted in the pool.

- No playing with, standing on or otherwise pulling on the floating rope dividing the pool.
- Use the building key to enter the pool area from the beach and ensure that the gate is closed completely after entering or exiting. Climbing over the pool area fence or behind the brick wall is prohibited.
- Management reserves the right to deny use of the pool to anyone at any time.
- The pool area may not be reserved.

3.2 TENNIS COURT

- The tennis court is available for use by all owners, guests and tenants of Station One. Use is limited to tennis activities only.
- The sign-up sheet for reserving the court is located in the front lobby. 1.5 hours of play may be reserved per unit per day. Those who have reserved the court for use at a specific time have first claim to the use of the court at the reserved time. Play may be extended beyond the reserved time until others with reserved time come to the court.
- A responsible adult at least 18 years of age must accompany children under 10 years of age while in the tennis court area.
- The general principles of tennis etiquette prevail at all times.
- Appropriate tennis shoes and attire are required.

3.3 GRILL AREA/ RECREATION AREA

- Gas grills are available for use in the recreation area under the north wing of the high-rise. They are not to be moved from their immediate grilling area. Townhouse grilling should be done on the deck against the ocean side railings at the furthest point from any siding. Gas grills only. No charcoal grills.
- Grills must be cleaned with the provided brushes after use and the surrounding area must be free of trash. Grilling may not be done anywhere else on the property.
- A ping-pong table and shuffleboard court is available in the grilling area. Equipment for both may be checked out from the Station One front office. Please return all equipment immediately after use.

3.4 DUNES

- Sand dunes are areas of protection for Station One and Wrightsville Beach. Do not walk or otherwise disturb any sand or vegetation in the sand dune area.

3.5 SOCIAL ROOM

- Owners may reserve the social room for private use on a first come first served basis. It must be reserved at least 24 hours in advance by completing a Reservation Request Form available in the Station One office.
- A non-refundable \$50 room reservation fee is charged for the use of the room. In addition, a \$100 security/cleaning deposit is required at the time of reservation. This deposit will not be refunded if Station One must clean excessively or repair damage following the event.
- Basic cleanup of the social room following an event is the responsibility of the owner making the reservation. Please follow the cleanup procedure posted in the Social Room.
- The owner reserving the room must attend the event and shall be responsible for each individual attending the event. Any event held at Station One is subject to the rules and regulations of Station One.
- Individuals under 21 years old may not be permitted in the social room unless accompanied by an adult.
- All events in the social room must end no later than 11 PM.
- Swimming is strictly prohibited by anyone attending an event in the social room.
- Station One reserves the right to end an event if noise becomes excessive or conduct of the partygoers becomes objectionable. If noise persists following a warning, the security deposit will be forfeited.
- It is the responsibility of the owner reserving the social room to make arrangements to admit his/her invitees through the first-floor lobby, the service entrance or through the entrance from the beach to the pool area. Doors ARE NOT to be propped open, and Station One employees should not be expected to continually open the door for guests.

4. COMMON AREAS

4.1 HALLWAYS

- Hallways and stairwells must remain clear. No storage of beach items, sporting equipment such as bicycles or any personal items is permitted in the hallways, stairwells, or other common areas except those areas designated for that purpose.
- A storage area for beach items is available in the fenced area across from the pool under the south end of the building. Store items at your own risk. Station One is not responsible for lost, stolen or damaged items. This area is for temporary storage only. Items left for an extended period of time may be discarded.
- Any alteration to the exterior common walls of the high-rise or townhouses is strictly prohibited except with PRIOR approval from the board of directors.
- The painting of any exterior common property wall without PRIOR approval by Station One is strictly prohibited.
- Plants or other decorations are not allowed in the hallways with the exception of a single doormat for each high-rise unit. Doormats may not be glued or otherwise affixed to the hallway flooring.
- Unit front doors will be maintained by Station One. All exterior high-rise and townhouse doors are to remain a uniform color.

4.2 LAUNDRY

- Coin-operated washers and dryers are located on Floors 2-8 for use on a first come, first served basis. Users must remove their laundry promptly from the machines upon completion. No tints or dyes may be used in the washing machines. Clean out dryer filters after each use. Please notify Station One management immediately if there is a malfunction of the laundry room equipment.

4.3 ELEVATORS

- When an elevator will be used to move furniture or construction materials, the unit owner is responsible for making movers or construction trade aware that protective pads must be hung to protect the elevators from damage. Notify Station One prior to the need for the pads. Station One maintenance will hang them.

4.4 LUGGAGE AND SHOPPING CARTS

- Carts are available for the transporting of items to and from individual units. These carts are for the exclusive use of Station One owners, guests or tenants.

- Contractors are not allowed to use the carts and should see Station One management for access to a specific cart for that purpose.
- Return carts to their proper storage area immediately after use. Do not leave carts in the hallways. Do not take the carts into the units.

4.5 BICYCLE STORAGE ROOM

- The bicycle storage room is located on the ground level in the northeast corner of the grilling area. A common area key is required to access the room. Bicycles and/or sports equipment of any kind not properly identified with owner's name and unit number will be disposed of. Station One is not responsible for stolen or damaged bicycles/sports/equipment.

4.6 OWNERS STORAGE ROOM

- Each owner has available to them an assigned storage unit located in the common storage area on the ground level. A common area key is required to access the room.
- Storage of flammable liquids is strictly prohibited.
- No storing of gasoline powered vehicles or gasoline motors is permitted in the storage area.
- Owners are responsible for supplying a lock for their individual storage unit if they would like it to be secured.
- Items left in the aisles of the storage room will be removed and disposed of.
- Storage of items is at your own risk. Station One is not responsible for damage to or theft of stored items.
- Please do not store materials that would deteriorate and could attract rodents.

4.7 COMMON AREA DOORS

- All entrance and exit doors and secure gates at Station One must remain locked. Do not prop doors or gates open.
- If a common area door or gate has been propped open, please close it.
- Fire doors are alarmed and are for emergency exit only.

4.8 TRASH CHUTES

- Please make every effort to use trash chutes in the high-rise building between 7 AM and 10 PM so as not to disturb occupants of adjacent units. Trash chutes are located in closets across from E/F units on each floor. All trash is to be contained in closed plastic bags. No trash is to be left in the hallways

or in the room containing the trash chute.

- Do not throw paint, hazardous materials or any form of garbage not contained in closed bags, such as cardboard boxes, down the trash chute.
- Trash chutes in the high-rise is located in a closet across the corridor from E/F units on each floor.
- Trash receptacles for townhouses are located in the fenced area near the tennis courts.
- Only tied bags, boxes of trash and items too large to fit into the trash chute are to be placed in the dumpsters located in the northwest corner of the parking lot.
- Electronics, furniture, paint, construction materials, hazardous liquids, etc. must be taken to the County Landfill or scheduled for pickup by an outside party. Check with Station One for advice on disposal.
- Recyclables can be taken to the Wrightsville Beach Recycling Center, 321 Causeway Drive. The recycling station is located in the parking lot next to Wrightsville Police Station. Area is accessible for recycling 24 hours a day, seven days a week.

4.9 ROOF ACCESS

- Roof access is limited to qualified maintenance service providers. Maintenance service providers must check in at the Station One office for the key in order to gain access to the roof. If roof access becomes necessary for an owner, the owner must be accompanied at all times by Station One maintenance personnel.

4.10 DAMAGES

- Unit owners are responsible for any property damage done by themselves, or their agents, to Common and Limited Common Areas, as well as other units. Assessment will be levied by the HOA upon an owner found culpable for such damage.

4.11 MAINTENANCE RESPONSIBILITY OF UNIT OWNERS AND HOMEOWNERS ASSOCIATION

Maintenance responsibilities for common and limited common property are described as ~~provided for~~ in the governing documents of Station One.

IT IS STRONGLY RECOMMENDED THAT ALL OWNERS PURCHASE AN H06 INSURANCE POLICY TO PROTECT THEMSELVES FROM DAMAGE TO THEIR UNIT AS WELL AS ADJACENT UNITS AS A RESULT OF MALFUNCTIONS REFERRED TO IN THE GOVERNING DOCUMENTS.

5. SECURITY

Helping Station One maintain a safe and secure environment is the shared responsibility of our employees, owners, guests, tenants and visitors. Abiding by these rules will help maintain safety and security at Station One.

- If you see a suspicious individual or a violation of the rules occurring, please notify Station One staff or a security guard immediately. They will have the protocols to address issues in a timely manner. If necessary, dial 911 for help.
- All common area doors are to remain locked. No common area doors should be propped open. If you see a normally secured common area door propped open, please close it. Fire exit doors are alarmed and are not to be used as entrance or exit doors except in cases of emergency.
- Owners must provide the Station One office with an entrance key for access to their unit in the case of an emergency. Two keys or the key code must be provided if the lock used on a unit is anything other than a Station One provided Best lock.
- Please leave your emergency contact information on file with the CSR in the front office. In the event of an emergency, Station One personnel and Station One security have the right to enter any unit, at their discretion, to address the emergency in order to minimize damage to that unit, to common property and to other units, and to avoid injury or loss of life. If it becomes necessary for a Station One employee to enter a unit, every effort will be made to contact the owner first.
- Station One CSR or security may sign out unit keys to specific individuals (i.e. specified contractors, real estate agents, etc.), but must have prior authorization from the owner to do so. Owners must notify Station One CSR of the name of the person or company authorized to sign out the key.
- Owners wishing to change a lock must inform Station One personnel that the lock has been changed. Replacement locks are available for purchase through Station One. The owner is to provide Station One with a key to the new lock. Should a lock not be replaced through Station One, the owner is to provide Station One with two keys or the key code immediately upon completion of the lock change.
- Keys to the common area doors, including the front door, are controlled keys and may not be copied. Only owners may purchase these keys. They are available for \$25 through the Station One office.

6. ACCESS TO UNITS/MAINTENANCE

- The Station One office must have an entrance key to each individual unit and townhouse available to be used in the case of an emergency to gain access. Any unit key must be signed out with office personnel and returned the same day.
- In the event of an emergency, Station One has the right to enter any unit, at their discretion, to address an emergency in order to minimize damage to that unit, to common property, to other units, and to avoid injury or loss of life. If it becomes necessary for a Station One employee to enter a unit, every effort will be made to contact the owner first. Please make sure your emergency contact information is on file with the Station One office.
- If you purchase a unit lock through Station One, keys will open your unit and common area locks. Replacement locks are available for purchase through Station One. Should a unit lock not be replaced through Station One, the owner must provide Station One with two keys upon completion of the lock change.

6.1 BALCONIES IN HIGHRISE UNITS AND DECKS ON TOWNHOUSES

- The use of any type of floor covering on the high-rise balcony floors is strictly prohibited. This includes, but is not limited to, carpeting, rugs and tile. This is to prevent deterioration of the rebar supports and concrete surface of the balconies.
- Do not feed the birds or throw any materials / liquids / objects off of the balconies or decks. The shaking of rugs and towels over balcony railings is prohibited. Hosing down of balconies is prohibited. Potted plants on balconies must have a drain pan to retain excess water to prevent dripping onto lower balconies. These prohibited actions will affect the units below you.
- Clothing, towels or other objects may not be hung from balcony railings or deck railings or from clotheslines on the balconies or decks.
- Do not place any item on the ledge of the balcony or deck railing.
- Glass tabletops must be securely fastened to tables.
- Black or brown nylon mesh may temporarily be secured to the balcony rails for the security of small children. This material shall be compatible with the building appearance and of a material that will not cause damage to building surfaces or railing and must not be permanently attached.
- Grilling is strictly prohibited on the unit balconies. No storage of any flammable liquids is permitted on the balconies.
- Residents planning on being vacant from Station One for prolonged periods of time should remove items from balconies, especially glass objects or other items that can blow in a storm.

- The installation and maintenance of storm shutters are the responsibility of the unit owner. Closing storm shutters during storm preparation is the responsibility of the unit owner. It is recommended that shutters be closed and secured when vacating Station One for a prolonged period of time. While closing of the storm shutters is the responsibility of the owner, every effort will be made by Station One personnel to close those shutters left open during voluntary evacuations if the Storm Shutter Liability Waiver and Release has been signed and submitted to Station One Management. If personnel cannot close storm shutters, Station One is not liable for any resulting damage.

6.2 MAINTENANCE IN INDIVIDUAL UNITS AND TOWNHOUSES

- Renovations, repairs and maintenance to the owner's unit are the responsibility of the homeowner.
- Station One maintenance personnel are not permitted to perform repairs for owners except as authorized by Station One management to address an emergency. Station One maintenance may take such action as may be necessary in an emergency to limit the damage to an individual unit, common or limited areas, or damage to other units. Station One maintenance will act to limit damage and notify the owner. It is the responsibility of the owner to find qualified service personnel to repair the problem. Check with Station One management to determine if a list of qualified service providers is available from which to select. Station One does not warrant the work of any service provider identified.

6.3 HVAC SYSTEM MAINTENANCE IN UNITS AND TOWNHOUSES

- It is recommended that HVAC systems in individual units and townhouses at Station One must be cleaned at least once a year. Maintenance should be done by a qualified HVAC service provider and this should include cleaning the condensate drain line of any obstruction to help prevent backing up and flooding the owner's unit as well as damage to adjoining units. In humid environments, such as the beach, these units can produce gallons of water every day. Negligence on the part of an owner in failing to have appropriate servicing completed may result in liability for damage caused.
- Filters on HVAC air handling units should be changed at least every three months or more frequently if the system is used on a regular basis. A clogged filter not only has the potential to damage your system, but can also create a vacuum effect that will cause condensate lines to flood.
- When replacing an HVAC air exchange unit, it is a New Hanover County building code requirement that the unit be equipped with secondary overflow protection for condensate drainage. Having this protection in place decreases the risk of damage to the owner's unit as well as to adjoining units in the event that a condensate drain is clogged and water backs up. Connection of a High-Rise unit's HVAC condensate line to the building common drain line must be done by a licensed plumber or licensed service provider for this specific activity.
- Although older HVAC units were not required to have one, secondary overflow protection can be added to older units. Check with your qualified HVAC service provider for information on adding float switches to accomplish this.
- Failure to maintain a minimum temperature in your unit or townhouse during the winter risks pipes

freezing and bursting and the potential for the owner to be held liable for the resulting damage.

Setting your thermostat to maintain a minimum temperature of 55 degrees in your unit is recommended.

6.4 WATER SUPPLY AND WATER HEATERS

- The main cut-off valve controlling the water supply to each unit is found in the utility closet of each unit. If leaving for an extended period of time, or in the event of an evacuation due to a pending storm, you should shut off the main water valve and turn off the breaker to the unit's water heater.
- Townhome owners should check their shut off valve for rust or corrosion and replace if necessary.
- Each unit owner should have the unit water heater inspected for signs of stress or corrosion as necessary and replace the unit water heater when needed to avoid possible damage to the unit and adjoining units. The average life expectancy for water heaters is 10 to 15 years.

6.5 DRAIN PAN UNDER WATER HEATER

- A drain pan under each unit water heater is now required to meet code and must be installed upon the replacement or movement of a water heater.
- Connection of a high-rise unit's water heater drain pan overflow discharge line to the building common drain line must be done by a licensed plumber or service provider for this specific activity.
- Each individual owner should check with the Town of Wrightsville Beach or New Hanover County to see if a permit is needed for replacement of a hot water heater.

6.6 WINDOWS, DOORS

- Each individual unit owner is responsible for maintenance, and when necessary, replacement of all windows and doors in each unit. All window frames and sliding glass door frames need to be consistent with Station One existing windows and sliding glass doors.
- Windows specifications for high-rise units are Winco Series 3410 sliding window and 4410 single hung window including a bronze anodized frame with bronze low e impact glazing. New windows for impact will be 4" in lieu of the 3" for the existing windows and new sliding doors for impact will be 6 3/4" in lieu of the existing 4 1/2" door. Windows in the kitchen will be 4" impact 3410 sliders.
- The impact rating would be for a large missile impact. The specifications apply to the townhome units as well. Sliding glass doors can be non-impact if they are covered with storm panels.

6.7 UTILITY CLOSETS

- Do not store paint, hazardous materials or any flammable items inside the utility closet located in each unit.

6.8 INSURANCE

- Each unit owner is strongly encouraged to obtain HO6 coverage to cover damage caused to Common Areas, Limited Common Areas and other owner's units.

7. REMODELING, RENOVATION AND CONSTRUCTION RELATED MAINTENANCE RULES

These rules shall be applicable to owners and all individuals and companies that provide construction/remodeling/renovation services and related maintenance to the association, owners, renters or guests on Station One property. This shall include but not be limited to building contractors, subcontractors, and individual maintenance trades (plumbing, electricians, HVAC, painters, pest control, etc.) referred to hereafter collectively as “construction trade”.

Four weeks PRIOR to any renovation, flooring installation, remodeling or construction related maintenance, unit owners shall provide the following to Station One: 1) a summary statement of the work to be completed; 2) a project schedule; 3) the name and contact information for the construction trade doing the work 4) a building permit if required by: Wrightsville Beach (building and plumbing permits issued – (910) 256-7937), New Hanover County (Electrical and Mechanical permits issued (910) 798- 7308) or County Fire (fire permits issued (910) 798-7420); Call the respective offices to determine if a building permit is required.

- All exterior alterations to Station One including, but not limited to, common elements and limited common elements visible from the exterior of the building, the hallway or the townhouses must be approved by the Station One Board of Directors PRIOR to the beginning of any work.
- No hot tubs are permitted.
- Any flooring change from carpeting to flooring that could affect noise transference including, but not limited to, tile or hardwood must be approved by the Board of Directors PRIOR to beginning any work and must include a minimum 1/8-inch-thick laminate pad or acceptable equivalent.
- No renovation or remodeling may be performed between Memorial Day and Labor Day. Routine maintenance and emergency repairs are permitted at any time of the year. With the exception of emergency repairs, construction activities that generate noise are limited to Monday through Saturday between the hours of 8 AM and 6 PM per Wrightsville Beach ordinance. (Title IX, Chapter 97.02 (F) of Wrightsville Beach Code of Ordinances)
- Construction trade parking shall be in the north facing parking spaces alongside the One South Lumina Building along the fence. While parked on Station One property, construction trade must display a trade parking pass provided by Station One in their windshield containing the following information: name, phone number, company name, unit number where work is being done. Temporary parking for the loading/unloading of heavy items such as building materials, carpeting, furniture, appliances, etc. will be permitted in the 15-minute zone, however, vehicle must be moved immediately after loading/unloading.
- All construction trade must report to the office upon arrival and departure.
- It is important to note that Station One is considered a commercial, not a residential building for the purpose of determining whether building permits are required. As such,

most construction related work at Station One requires a building permit. To see if one is required for any remodeling or other work you are planning to have done in your unit, call the Wrightsville Beach Office of Planning and Inspections at (910)-256-7937. It is important for the safety of the building that construction be completed consistent with and inspected to be ensured that it is done according to building code. All electricians and plumbers doing work anywhere in the building including inside individual units, must be licensed. For any job \$30,000 or over, NC state law requires that a contractor must be licensed. All construction trade must provide proof of a certificate of insurance.

- Station One management is to be notified by unit owner if construction trade will be checking out a key for their unit. The construction trade MUST return the key to the office each day.
- Smoking is not permitted in any individual unit by construction trade or in any of the common areas of Station One. Common areas include all corridors, elevators, balconies, stairwells, lobbies, restrooms, social room, grill and walled pool area.
- Construction trade is not permitted to use the Station One luggage or grocery carts located in the lower lobby. A contractor/service provider cart may be available through Station One maintenance otherwise trades must provide their own conveyances. These carts must be returned to their original location immediately.
- Corridors, elevators, lobby and all common areas are to be kept clean and clear of materials and work carts at all times. Any dust, including drywall, sawdust, etc., paint or other building material is to be cleaned up at the end of each workday in order to prevent their spread to the common areas and other units.
- When elevators are used to transport building materials interior surfaces must be protected. Notify Station One management in order to obtain protective blankets for elevator walls. Tarps or cardboard should be used to prevent damage to the elevator floors.
- No trash is to be disposed of in a Station One dumpster or the Station One trash chute. If construction trade intends to order a dumpster for a project, Station One office must approve the type of dumpster to be used and the placement of the dumpster in the parking lot, prior to ordering.
- No liquids are to be disposed of in the storm drains.
- Station One reserves the right to refuse entrance to Station One property to any construction trade for failing to abide by these rules.
- Costs associated with repairs necessitated by damages caused Station One common areas, Limited Common areas or Owner's units by another owner, owner's contractor, guest or rental tenant will be assessed to the responsible owner by the HOA.

8. NON-CONSTRUCTION RELATED SERVICE PROVIDERS RULES

These rules shall be applicable to all individuals and companies that provide non-construction related services to the association, owners, renters or guests on Station One property. This shall include but not be limited to painters, plumbers, electricians, HVAC servicers, cleaning service, linen service, decorators, caterers, etc. For the purpose of these rules these individuals and companies shall be collectively referred to as “service providers”.

- With the exception of emergencies, activities that generate excessive noise are limited to between the hours of 8 AM and 6 PM.
- Service provider parking shall be in the north facing parking spaces alongside the One South Lumina Building along the fence. While parked on Station One property, service providers must display a trade parking pass provided by Station One in their windshield containing the following information: name, phone number, company name, unit number where work is being done. Temporary parking for the loading/unloading of heavy items such as building materials, carpeting, furniture, appliances, etc. will be permitted in the 15-minute zone, however, vehicle must be moved immediately after loading/unloading.
- All service providers must report to the office upon arrival and departure at Station One.
- Station One management is to be notified by unit owner if service provider will be checking out a key for their unit. The service provider **MUST** return the key to the office each day.
- Smoking is not permitted in any individual unit by service provider or in any of the common areas of Station One. Common areas include all corridors, elevators, balconies, stairwells, lobbies, restrooms, social room, grill and walled pool area.
- Service providers are not permitted to use the Station One luggage or grocery carts located in the lower lobby. A contractor/service provider cart is available through Station One maintenance for loading and unloading. These carts must be returned to their original location immediately.
- Corridors, elevators, lobby and all common areas are to be kept clean and clear of materials and work carts at all times.
- No liquids are to be disposed of in the storm drains.
- Station One reserves the right to refuse entrance to Station One property to any service provider for failing to abide by these rules

APPENDIX

STATION ONE
REMODELING, RENOVATION AND CONSTRUCTION RELATED MAINTENANCE
RULES ACKNOWLEDGEMENT AND COMPLIANCE FORM

We hereby acknowledge and agree to abide by the rules of Station One related to remodeling, renovation and construction related maintenance. Failure to abide by these rules may result in a special assessment being levied against the owner, having contracted with the responsible party, to cover the cost of any clean up or to repair any damage caused to Station One common space. Contractors must make their subcontractors aware of these rules and will be held accountable for the actions of their subcontractors. Station One reserves the right to refuse entrance to Station One property to any contractor, subcontractor or maintenance provider that fails to comply with these rules. For the purpose of this rule contractors, subcontractors and maintenance providers together shall be referred to as “construction trade”.

- Four weeks PRIOR to any renovation, flooring installation, remodeling or construction related maintenance, unit owners shall provide the following to Station One: 1) a summary statement of the work to be completed; 2) a project schedule; 3) the name and contact information for the construction trade doing the work. 4) a building permit if required by: Wrightsville Beach (building and plumbing permits issued – (910) 256-7937), New Hanover County (Electrical and Mechanical permits issued (910) 798-7308) or County Fire (fire permits issued (910) 798-7420); Call the respective offices to determine if a building permit is required PRIOR to the beginning of any work.
- All exterior alterations to Station One including, but not limited to, common elements and limited common elements visible from the exterior of the building or the hallway must be approved by the Station One Board of Directors.
- Any flooring change from carpeting to flooring that could affect noise transference including, but not limited to, tile or hardwood must be approved by the Board of Directors PRIOR to beginning any work, and must include a minimum 1/8-inch-thick laminate pad or an acceptable equivalent.
- No renovation or remodeling may be performed between Memorial Day and Labor Day. Routine maintenance and emergency repairs are permitted at any time of the year. With the exception of emergency repairs, construction activities that generate noise are limited to Monday through Saturday between the hours of 8 AM and 6 PM per Wrightsville Beach ordinance. (Title IX, Chapter 97.02 (F) of Wrightsville Beach Code of Ordinances)
- Construction trade parking shall be in the north facing parking spaces alongside the One South Lumina Building. While parked on Station One property, construction trade must display a note or trade parking pass provided by Station One in their windshield containing the following information: name, phone number, company name, unit number where work is being done. Temporary parking for the loading/unloading of heavy items such as building materials, carpeting, furniture, appliances, etc. will be permitted in the 15-minute zone, however, vehicle must be moved immediately after loading/unloading.
- All construction trade must report to the office upon arrival and departure.

- It is important to note that Station One is considered a commercial, not a residential building for the purpose of determining whether building permits are required. As such, most construction related work at Station One requires a building permit. To see if one is required for any remodeling or other work you are planning to have done in your unit, call the Wrightsville Beach Office of Planning and Inspections at (910)-256-7937. It is important for the safety of the building that construction be completed consistent with and inspected to be ensured that it is done according to building code. All electricians and plumbers doing work anywhere in the building including inside individual units, must be licensed. For any job \$30,000 or over, NC state law requires that a contractor must be licensed. All construction trade must provide proof of license and a certificate of insurance.
- Station One management is to be notified by unit owner if construction trade will be checking out a key for their unit. The construction trade MUST return the key to the office each day.
- Smoking is not permitted in any individual unit by construction trade or in any of the common areas of Station One. Common areas include all corridors, elevators, balconies, stairwells, lobbies, restrooms, social room, grill and walled pool area.
- Construction trade is not permitted to use the Station One luggage or grocery carts located in the lower lobby. A contractor/service provider cart may be available through Station One maintenance otherwise trades must provide their own conveyances for loading and unloading. The borrowed construction cart must be returned to its original location immediately.
- Corridors, elevators, lobby and all common areas are to be kept clean and clear of materials and work carts at all times. Any dust, including drywall, sawdust, etc., paint or other building material is to be cleaned up at the end of each work day in order to prevent their spread to the common areas and other units.
- When elevators are used to transport building materials interior surfaces must be protected. Notify Station One management in order to obtain protective blankets for elevator walls. Tarps or cardboard should be used to prevent damage to the elevator floors.
- No trash is to be disposed of in a Station One dumpster or the Station One trash chute. If construction trade intends to order a dumpster for a project, Station One office must approve the type of dumpster to be used and the placement of the dumpster in the parking lot, prior to ordering.
- No liquids are to be disposed of in the storm drains.

I acknowledge receipt of these rules and agree to abide by them.

Signature _____ Date: _____

Printed name of the signor _____

Company Name _____

Construction trade _____ License # _____

Owner _____

Witness: _____ Date: _____

Station One
Non-construction service providers
Rules Acknowledgement Form

I hereby acknowledge and agree to abide by the rules of Station One related to non-construction service providers. These rules shall be applicable to all individuals and companies that provide non-construction services to the association, owners, renters or guests on Station One property. This shall include, but not be limited to, painters, plumbers, electricians, HVAC service, cleaning service, linen service, decorators, caterers, etc. For the purpose of these rules these individuals and companies shall be collectively referred to as “service providers”.

9. With the exception of emergencies, activities that generate excessive noise are limited to between the hours of 8 AM and 6 PM.
10. Service provider parking shall be in the north facing parking spaces alongside the One South Lumina Building. While parked on Station One property, service providers must display a trade parking pass provided by Station One in their windshield containing the following information: name, phone number, company name, unit number where work is being done. Temporary parking for the loading/unloading of heavy items such as building materials, carpeting, furniture, appliances, etc. will be permitted in the 15-minute zone, however, vehicle must be moved immediately after loading/unloading.
11. All service providers must report to the office upon arrival and departure at Station One.
12. Station One management is to be notified by unit owner if service provider will be checking out a key for their unit. The service provider MUST return the key to the office each day.
13. Smoking is not permitted in any individual unit by service provider or in any of the common areas of Station One. Common areas include all corridors, elevators, balconies, stairwells, lobbies, restrooms, social room, grill and walled pool area.
14. Service providers are not permitted to use the Station One luggage or grocery carts located in the lower lobby. A contractor/service provider cart is available through Station One maintenance for loading and unloading. These carts must be returned to their original location immediately.
15. Corridors, elevators, lobby and all common areas are to be kept clean and clear of materials and work carts at all times.
16. No liquids are to be disposed of in the storm drains.
17. Station One reserves the right to refuse entrance to Station One property to any service provider for failing to abide by these rules.

Signature _____ Date: _____

Printed name of signor _____

Company Name _____

Company Phone Number _____

