

Winnisquam Beach Resort

Fee/Fine Structure

May 15th, 2025

1.0 **PURPOSE:** Pursuant to Article 7, the following fee/fine structure(s) and policies are established by the Winnisquam Beach Board of Directors.

2.0 **DEFINITIONS:**

- **ASSOCIATION EMPLOYEE:** A person/entity employed by the Association to provide various services.
- **FEE:** A monetary amount assessed to a unit owner for services provided by the Association. Fees are not punitive. Unpaid fees will be the basis for property liens.
- **FINE:** A monetary amount assessed to a unit owner for a sustained violation of Association by-laws. Fines are punitive. Unpaid fines will be the basis for property liens.
- **NOTIFICATION:** The process of making Association Members/Unit Owners aware of situations within the Resort that may require them to take action or make other accommodations. Notification may be made through multiple medias, including but not limited to; Letters (certified and non-certified), Newsletters, emails, text messaging, Bulletin Board postings, Association web-page(s), social media outlets.

3.0 **FEE ASSESSMENT:**

- The Board of Directors, whenever reasonable and feasible, shall make notification to unit owners of situations or events requiring unit owners to take action. Time limits may be imposed upon said actions.
- If, after the expiration of the time limit, the situation has not been rectified by the unit owner, the Association may take action to rectify the situation and levy a fee for such service.
- Services may be provided by Association Employees, or by third party vendors at the discretion of the Board of Directors.
- Per hour fees are subject to an additional 20% administrative fee. If a third-party vendor is used, unit owners will be responsible for the entire cost of the third-party vendor, plus an additional 20% administrative fee.
- Fees will be assessed in accordance with the following schedule:

SERVICE RENDERED	FEE	ADDITIONAL
Movement of watercraft/trailers	\$50	
Required legal filings	Actual Cost	20%
Site Cleanup	Hourly, with \$400 minimum.	20%
Site Repair	Hourly	20%
Storage of unregistered boats/utility trailers	\$25 (daily)	

- Fees may be increased annually at a rate of no more than 10% at the discretion of the Board of Directors.

4.0 **FINE ASSESSMENT:**

- Fines shall be levied against Unit Owners for sustained violations of Association by-laws.
- Fines shall be assessed either as a single action, or a cumulative (daily) fine for ongoing violation(s).
- Additional/enhanced fines will be applied for subsequent violations.
- Additional costs incurred/imposed as a direct result of the offense will be passed on to the offenders with an additional 20% administrative fee.
- Unit Owners will be held responsible for the acts of guests and renters.
- A “written warning” in lieu of an assessed fine will be considered an infraction for the purposes of determining subsequent violations.

4.1 **VIOLATION CLASSIFICATION(S) and ASSESSMENT:**

- Violations shall be classified according to their seriousness and the overall effect upon other Association Members.
 - o Class A (Major Violation)
 - 1st offense: \$100 fine
 - 2nd offense: \$250 fine
 - 3rd and subsequent offense: \$500 fine and use restrictions
 - o Class B (Serious Violation)
 - 1st offense: Written warning
 - 2nd offense: \$50 fine
 - 3rd and subsequent offense: \$100 fine and use restrictions
 - o Class C (Minor Violation)
 - 1st offense: Written Warning
 - 2nd offense: \$25 fine
 - 3rd and subsequent offense: \$50 fine and use restrictions

4.2 COMPLAINT PROCESS:

- A complaint may be filed by any member of the Association. Complaints received must contain the following information:
 - o The Offender name or other positive identifying information
 - o Address of the offender or Unit Owner
 - o Date/Time/Location of alleged violation
 - o Description of alleged violation
 - o Reporters name, address, and contact information
 - o Other witnesses' information, if applicable
- All complaints received with appropriate information will be addressed by the Board of Directors.
 - o Anonymous complaints, unless they pose an imminent danger to other Association members, will not be addressed.
- Notification for sustained violations and any assessed fines will be made by the Board of Directors in accordance with Article 7.
- The Board of Directors reserves the right to refer criminal matters to the appropriate Government Agency.

4.3 APPEAL PROCESS:

- Offenders who have a sustained complaint and fine levied against them may appeal the decision to the Board of Directors, in writing, within 10 days of receipt of notification. Rights to appeal will be forfeited if not filed within 10 days.
- The Board of Directors' decision upon consideration of any appeal shall be final.

4.4 OFFENSE SCHEDULE:

- The following table represents the most common violations of Association by-laws and the classification of each. As not every offense/situation can be predicted, the Board of Directors reserves the right to make assessment of specific violations based on articulable facts.

OFFENSE	CLASS
Beach, use during restricted time	C
Campfire, unsafe/unpermitted	B
Campsite, unnecessary clutter	B
Campsite, unsanitary conditions	A
Closed period, residing during	B

Curfew Violation	C
Dumpsters, improper item disposal	B
Fireworks ignited within campground	B
“For sale” postings on campsite	C
Insurance, fail to maintain	A
Noise violations during quiet time	B
Obnoxious public behavior (eg: drunk, disorderly, foul language)	B
Operating motor vehicle, LV, while under influence drugs/alcohol	A
Parking violation	C
Pets	B
Playground, unattended children	C
Rental, improper	B
Skirting	C
Speeding	B
Vandalism	A
Work order, fail to obtain	B