

**KNIGHTS HILL ASSOCIATION, INC.  
POLICY BOOK**

**PURPOSE**

The purpose of a policy handbook is to inform the membership as to the policies in effect that facilitate the operation of the Association, including the maintenance of its common properties and the regulation of its activities.

Fair and consistent policies enhance the quality of living in Knights Hill. These policies apply to all members of the Knights Hill Association, Inc., their guests, and renters.

The Board of Governors is responsible for the management and interpretation of these policies except where membership authority is applicable. The Board has the discretion to apply any reasonable interpretation of the policies in resolving any issues under it, or to change policies, as circumstances require.

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## **KHA WATER POLICY**

Rev 1.1 September 8, 2019

KHA provides, as required by law, 24 hours per day coverage of our community water system. The primary purpose of this coverage is to be able to respond quickly to problems with wells, pump house, or water mains. KHA is not required to respond to emergencies within individual homes. It is the homeowner's responsibility to shut off water in case of a problem within their property. All homes are equipped with shut off valves within the home. This should be the primary mode of water shut off. **Under no condition will a KHA staff member enter a home to shut off a water line. This is the homeowner's responsibility.**

If the water is unable to be shut off within the home because the valve is under water or the break is at, or before, the shut off valve, water must be turned off at the street. Homeowners should note that it is not KHA's responsibility to provide water shut off services simply because the homeowner is absent and has made no provision for emergencies.

**KHA shutoff at the street is the last line of defense against leaks within the home, not the first.**

### **Policy for Water Shutoff at the Valve**

- Each member will be allowed two (2) water shut offs per year, during normal business hours, scheduled at least 24 hours in advance.
- Emergency shut offs during normal business hours will be handled as soon as possible at no charge to the homeowner.
- Normal business hours are Monday – Friday from 8:00 A.M to 5:00 P.M. □ It is the homeowner's responsibility to keep the shut off valve free of ice and snow. □ It is the homeowner's responsibility to ensure that the valve is clearly marked so it can be located when covered by snow.
- In the event of a shut off, either an emergency or non-emergency, KHA staff members will only be required to shut the valve off. Snow and ice removal is the responsibility of the homeowner.
- Water shut offs outside of normal business hours will be billed at \$100.
- If it is in KHA's best interest to remove snow to shut off a homeowner's water, there will be an additional charge of \$50.00 per hour, **plus the cost of equipment as needed.** KHA will not provide snow removal service. The cost to the homeowner must be paid in full and all repairs to the home completed before water service is restored.

## **KHA BEACH POLICY**

Rev 1.1 September 8, 2019

KHA owns and manages beach property that fronts Moose Pond and a beach house known as the Bullwinkle. In addition, KHA provides recreation for children such as a swim dock, swings, sand box and volleyball net. The beach area is available to KHA members in good standing, their guests and renters.

KHA members in good standing, their guests and renters with proper passes are welcome to enjoy the beach area and facilities as long as beach policies are observed. In the event that a member, guest or renter refuses to obey policies, that person may be asked to leave the beach area.

### **Beach Policies**

- KHA does not employ lifeguards. Swimming is at one's own risk.
- Children under the age of 12 are to be responsibly supervised at all times by an adult.
- No horseplay or diving is allowed on the swim dock.
- Beach furniture is arranged for the comfort and convenience of our members and guests. Abuse of the beach furniture may result in a charge to a homeowner.
- No glass or glassware is allowed on the beach.
- No pets are allowed in the beach area.
- Due to state and federal laws, KHA cannot replace sand on the beach. Therefore, no digging is allowed on the beach. Children may dig in a sand box provided for that use.
- KHA (manger or staff) reserves the right to ask for identification of anyone using the beach or beach facilities. Renters should be prepared to present their guest passes.
- Trash is the responsibility of the member, guest or renter. Please package and remove all trash as you exit the beach area. If trash barrels are full, please dispose at your own home.
- Please be courteous to neighbors in neighboring homes by keeping noise at reasonable levels.
- Children under the age of 18 must be accompanied by an adult between the 11:00 pm and 7:00 am

Fires of any kind, including but not limited to, campfires, bonfires, pre-manufactured fire pits, camping stoves or barbeques, are prohibited from use on KHA owned and/or maintained property, EXCEPT FOR KHA sponsored event(s) or with express permission from the KHA Manager.

## **KHA POOL POLICY**

Rev 1.1 September 8, 2019

KHA owns and manages a common pool facility that includes an adult pool, a children's pool, a patio area, a clubhouse, and a deck area.

The Board of Governors will determine pool hours of operation annually.

KHA members in good standing, their guests and renters with proper passes are welcome to enjoy the pool facility as long as Pool policies are observed. In the event that a member, guest or renter refuses to obey Pool policies, that person may be asked to leave the pool area.

### **Pool Policies**

- KHA does not employ lifeguards, swim at your own risk.
- Unsupervised small children are not allowed in the pool area or tennis courts.
- All infants and small children must wear leak proof, sanitary swimwear while in the pools.
- Swimmers must wear appropriate swim attire.
- Diving not allowed.
- Floatation devices larger than 36 inches long or 36 inches in diameter not allowed.
- Running is not allowed in the pool facility, including patio and deck area.
- Glass containers or any glassware is not allowed in the pool facility.
- The pool facility is a smoke free area.
- Abuse of the pool facilities may result in denial of use.
- Please remove all of your trash as you exit the pool area.
- KHA reserves the right to ask for identification of anyone using the pool facility. Owners, guests, and renters should be prepared to present their KHA passes.
- Pets or animals are not allowed in the pool area or tennis courts.
- Please be courteous to the neighbors by keeping noise at a reasonable level.

## **KHA BOATING AND WATERFRONT POLICY**

Rev 1.0 September 8, 2019

### **BOAT DOCKS AND SLIPS**

The beach area, its waterfront and all of its surrounding area of the Knights Hill Association, Inc (“KHA”) are property of KHA for use of KHA members. Specifically, this area and the surrounding boat slips is a common facility with limited capacity and requires rules to govern its’ use, as is defined in Article V Section I of the Knights Hill By-laws. Boat slips are the property of Knights Hill Association, Inc. and are not owned by the individual boat owner.

### **Definitions**

For the purposes of the KHA rules and By-Laws the following terms are defined as follows:

#### **A. “BOAT”**

1. A watercraft that has a minimum length of fourteen (14) feet and a maximum length of nineteen (19) feet;
2. Is equipped with a steering wheel that is in working order; 3. Has an engine, with a minimum horsepower of at least 25 hp, and
4. Has an automatic bilge pump in working order.

Any “boat” that fails to meet any of these criteria outlined above shall not be considered a “boat” for the purposes of the KHA rules and By-Laws and shall not be entitled to a boat slip on the KHA property.

#### **B. “Personal Water Craft” (“PWC”)**

1. a vessel which uses an inboard motor powering a water jet pump as its primary source of motive power, and which is designed to be operated by a person sitting, standing, or kneeling on the vessel,

#### **C. “Large Boat”**

1. Any watercraft that exceeds the length of a “boat” identified above, including but not limited to a “pontoon boat” that does not exceed twenty-four (24) feet in length but otherwise meets all of the other criteria of a “boat” as defined above.
2. EXCEPTION: pontoon boats are not required to have a working bilge pump.

Any “boat” or PWC, regardless of size, that fails to meet any of these criteria outlined above shall not be considered a “boat” for the purposes of the KHA rules and By-Laws and shall not be entitled to use any of the KHA beach or shore facilities, and shall not be entitled to use a boat slip on the KHA property.

Knights Hill Association, Inc. will be incorporating a multi- dock system to provide limited additional docking slips for PWCs or Large Boats, as defined above. These slips are limited in number and shall be assigned on the same first come first served basis as the standard sized slips. All other rules and regulations contained in the KHA boating and docking policy shall apply, with the exception of the bilge pump requirement for a pontoon boat. Any boat or PWC seeking a docking slip must meet KHA policy requirements.

If all of the standard docking slips are assigned and in use and in the event that there are any unused larger boat slips then, in the complete discretion of the Dockmaster, the Dockmaster may assign these unused larger slips to be used by anyone with a boat that is eligible to be assigned a boat slip. These larger boat slips shall be assigned only if the need arises and all of the standard size boat slips have been assigned. However, the boat must comply with the rules and regulations of the KHA Association. The Dockmaster, in its sole and absolute discretion, shall retain all decision making authority and shall determine what slip(s) shall be issued and who is eligible to receive a slip. The decision of the Dockmaster is final and binding on all parties.

The Board of Governors is responsible for the management and interpretation of this Policy. The Board has the discretion to apply any reasonable interpretation of the Policy in resolving any issues under it.

### **Boat Slip Assignment**

- All boats and PWC and any other watercraft requesting docking space must be legally registered to a current, deeded KHA Member in good standing.
- Boat slips are assigned annually
- Boat slip holders who pay their dues in full by March 1 of the current year and are current owners of an approved, registered boat may secure an available slip by submitting to the KHA manager, annually, a **Boat Slip Request Form** along with a copy of a **valid registration** for the boat intended to be used on the slip.
- All boats, PWCs and other watercraft that is moored at a KHA dock must display a KHA registration sticker, obtained from the Manager.
- Members requesting a boat slip for the first time will be assigned a slip on a first come first serve basis, provided the member is in good standing.

- Assignment of the boat slip shall be made in the sole and absolute discretion of the Dockmaster. There is no guarantee that any KHA member will be assigned the same slip as in the past and the Dockmaster may relocate a boat from its previous slip location for any reason whatsoever, including but not limited to safety or other dock issues. The Dockmaster will make every reasonable attempt to accommodate boat owners and provide them with the same slip location as the previous year.
- The assigned boat slip must be occupied no later than July 7<sup>th</sup> or it will be considered unused and will become available to the next owner on the waiting list unless the owner can provide evidence of hardship acceptable to KHA in which event the slip occupation date is extended to a final date of July 22<sup>nd</sup>. Under no circumstances shall a boat slip be left unoccupied any later than July 22<sup>nd</sup>.
- There shall be no use of an assigned slip by anyone but the assigned person except with the permission of the KHA Dockmaster.
- **Due to limited allowable space, no Member will be assigned more than one dock space.**

### **Waiting List**

- The Manager will keep a waiting list for owners in good standing who were not assigned a boat slip due to capacity issues.
- Standing on the waiting list is on a first come, first serve basis.
- When a boat slip becomes available, the Dockmaster will issue notice of assignment of a boat slip to the first person on the waiting list with a proper, current registered boat and who is a member in good standing.
- The owner has two weeks to occupy the slip from date of issuance of notification of such assignment.
- The Manager will also keep a waiting list of members that currently have a boat slip assignment and are seeking a different slip. The waiting list will be on a first come first serve basis.

### **Use of Empty Slips and Boat Removal**

- From time to time, a slip may be empty due to an owner having a boat repaired or other issues. Empty slips may not be used by anyone else including members, guests, or renters without the permission of the Dockmaster.
- KHA provides a loading dock for short term (15 minutes) use. **Boats that abuse this amenity will be moved.**
- No watercraft shall be attached to a KHA dock without assignment from the Manager

### **Boat and Dock Safety**

- Boaters are responsible for observing the State of Maine laws regulating boating.
- Boaters should maintain no more than headway speed, and create no wake, within 200 feet of the docks and the beachfront.
- Docks should be kept clear of objects that obstruct the walkway or are potential hazards.
- Swimming from or around the dock areas is prohibited
- Picking up or discharging of persons being towed from the docks is prohibited
- All watercraft within KHA are personal property and shall not be boarded, operated or have articles removed without permission from the owner

### **LAGOON WATERFRONT USAGE**

Revision 1.0 September 8, 2019

- KHA members have spent considerable amounts to reclaim sand from the waterfront areas to the beach. Erosion occurs on the opposite shores of the lagoon as well. Out of concern for the environment and fairness to all Members, KHA will be limiting the use of the lagoon shoreline.
- No watercraft of any kind, including kayaks and paddle boats, shall be brought to either shore of the beach area
- There is limited space allotted for small fishing boats, row boats, and small paddle boats. This area is marked annually with fencing and signage. These spaces will now be assigned by the Manager similar to dock assignments.

- Boats assigned space that are left unused for extended periods of time may be asked to be removed so that others may use the space.
- No PWCs shall be left on the lagoon shore for more than 24 hours.
- Members with canoes and kayaks should return them to the racks at the conclusion of their days use. Those without a rack space should contact the Manager for a temporary space if required
- Under no circumstances shall anyone moor a watercraft on the shoreline outside the limits set forth by this policy

## **KHA WATERFRONT WATERCRAFT POLICY**

Rev 1.1

As a common facility with limited capacity, the canoe and kayak storage areas of Knights Hill Association, Inc. require rules to govern their use as per Article V Section I of the Knights Hill By-laws. Storage racks are the property of Knights Hill Association, Inc. and are not owned by the individual boat owner.

The Board of Governors is responsible for the management and interpretation of this Policy. The Board has the discretion to apply any reasonable interpretation of the Policy in resolving any issues under it.

All watercraft being stored on KHA property must have a valid ID sticker. ID stickers are issued by the Dockmaster to Members in Good Standing upon request.

### **Canoe/Kayak Storage Slot Assignment**

Rev 1.0 September 8, 2019

- Rack slots are assigned annually.
- Rack slot holders who pay their dues in full by March 1 of the current year may secure an available slot by submitting to the KHA manager a request form.
- The Dockmaster will make every attempt to provide boat owners with the same slot location as the previous year.
- The assigned slot must be occupied no later than July 7<sup>th</sup> or it will be considered unused and will become available to the next owner on the waiting list unless the owner can

provide evidence of hardship acceptable to KHA in which event the slot occupation date is extended to a final date of July 22<sup>nd</sup>. Under no circumstances shall a slot be left unoccupied any later than July 22<sup>nd</sup>.

- There shall be no use of an assigned slot by anyone but the assigned person except with the permission of the KHA Dockmaster.

### **Waiting List**

- The Manager will keep a waiting list for owners in good standing who were not assigned a slot due to capacity issues.
- Standing on the waiting list is on a first come, first serve basis.
- When a slot becomes available, the Dockmaster will issue notice of assignment to the first person on the waiting list who is a member in good standing.
- The owner has two weeks to occupy the slot from date of issuance of notification of such assignment.
- The Manager will also keep a waiting list of members that currently have a slot assignment and are seeking a different slot. The waiting list will be on a first come first serve basis.

### **Beach Area Boat Storage**

All small watercraft must be beached in the appropriate designated area  
Any watercraft not being utilized on at least a semi-regular basis should be removed from the immediate water's edge to make room for others.

### **Use of Empty Slots and Watercraft Removal**

- Empty slots may not be used by anyone else including members, guests, or renters without the permission of the Dockmaster.
- Temporary rack space for renters or guests may be available by request to the Dockmaster
- All watercraft must be removed from the racks and beach area each fall. As with the docking system, the Dockmaster will inform of the date each year.

## **KHA TENNIS COURT POLICY**

Rev 1.0

KHA owns and manages a common tennis court facility consisting of two fenced-in courts and backboard. The tennis courts are for the use of members in good standing, their guests and renters with proper passes. Tennis court policies aim to apportion use in a fair and courteous manner.

### **Tennis Courts Policies**

- The tennis courts are open from 7:00 A.M. to 7:00 P.M. or earlier when darkness prevents safe play.
- Play is limited to one hour per day per lot, unless there is excess time on the sign-up sheet. (See below.)
- Members, their guests or renters, are requested to sign up for court time one day in advance. A sign-up sheet will be posted daily during May through October. Members, guests or renters are asked to sign their name and the corresponding lot number.
- If the sign-up sheet indicates less usage on the day of play, players are allowed additional court time.
- The backboard is available for use when courts are empty.
- Common respect and courtesy are expected of all tennis players. Loud voices or inappropriate language are discouraged, as in other tennis clubs.
- Only tennis sneakers are allowed on the courts.
- Players should keep the tennis courts clean. Please remove water bottles, tennis ball cans, and other trash as you exit the courts.
- The courts are to be used for tennis play only. No bikes, skateboards, scooters, or roller blades are allowed on the court surface.
- No pets are allowed in the tennis court area.

Revised May 2016

## **KHA PARKING POLICY**

Rev 2.0, May 2017

KHA maintains parking facilities to accommodate vehicles of homeowners, guests and renters parked at KHA common recreation facilities. Homeowners must be in good standing in order for them, their guests or renters to enjoy parking privileges.

In addition, homeowners, guests and renters may park vehicles within the homeowner's property subject to KHA parking policies.

### **Parking Policies**

- Parking at the KHA docks is restricted to designated parking area. Please park within designated spaces.
- Temporary parking (15 minutes) is permitted at the entrance to the docks in order to load/unload.
- Parking at the KHA beach area is restricted to designated parking area. Please park within designated spaces.
- Parking at the KHA Pool facility is restricted to designated parking area. Please park within designated spaces.
- Trailer campers (defined as attached to a motor vehicle to be towed) are prohibited from parking within Knights Hill properties, both common areas and member properties.
- All boat and snowmobile trailers should be parked and stored in an unobtrusive site as possible, in the spirit of a good neighbor. If at all possible, please park these in garages or in storage facilities.
- Motorized RVs (motor homes, motor coaches) are allowed on Member property in KHA subject to the following restrictions and conditions: \*Motorized RVs cannot be used as an additional occupied dwelling while within KHA under any circumstances. \*RVs cannot be parked on KHA common property or on any Member lot which has no permanent occupied dwelling. All other KHA Declaration of Property restrictions and easements and By-Law provisions applicable to motor vehicles and Member property appearance shall apply to RV parking.
- Unregistered vehicles are not allowed to be parked anywhere within KHA unless garaged.
- These policies are for owners, guests and renters. However, the owner is solely responsible for guests and renters complying to these policies. KHA reserves the right to enforce its policies at owner's expense.

## **KHA FIREWORKS POLICY**

The KHA FIREWORKS POLICY was adopted by the Board of Governors on March 12, 2016.

The use of any products commonly referred to as “fireworks”, and/or any other similar products or devices containing gun powder or any other combustible materials, of any kind is prohibited from any and all property within KHA.

These policies are for owners, guests and renters. However, the KHA homeowner is solely responsible for guests and renters complying with these policies. KHA reserves the right to enforce its policies at the owner’s expense.

Failure to adhere to this policy may result in loss of KHA privileges.

## **KHA OPEN FIRE POLICY**

The KHA OPEN FIRE POLICY was adopted by the Board of Governors on March 12, 2016.

KHA maintains common recreational areas at the beach, boat docking area, and pool, including parking for such. Also maintained is the Water Pump House and several other properties throughout the Association.

Fires of any kind, including but not limited to, campfires, bonfires, pre-manufactured fire pits, camping stoves or barbeques, are prohibited from use on KHA owned and/or maintained property, EXCEPT FOR KHA sponsored event(s) or with express permission from the KHA Manager.

These policies are for owners, guests and renters. However, the KHA homeowner is solely responsible for guests and renters complying with these policies. KHA reserves the right to enforce its policies at the owner’s expense.

Failure to adhere to this policy may result in loss of KHA privileges.

## KHA BUILDING POLICY

Rev 2.0 May 2 2020

KHA homeowners must submit plans for new buildings or replacement of existing buildings to the KHA Building Committee for approval. The homeowner must complete a building application and return it to the Building Committee and gain approval before any construction begins.

For the purpose of this Committee, the following definitions help clarify terms:

**Structure.** The word “structure” shall mean buildings and appurtenances of any and all nature, kind and description. This includes, but is not limited to, residential dwellings, porches, decks, boathouses, sheds, and garages.

**Plot Plan.** A plot plan is a mortgage inspection class survey plan drawn to scale by a licensed surveyor, showing the property boundaries, applicable setback lines, location of existing improvements (including septic disposal system) and location of all improvements being requested. If the property boundaries cannot be located by this class of survey, or if any question of compliance with the setback requirements or encroachments are raised as a result of this class of survey, the Committee may, at its discretion, require a full boundary survey plan of the property drawn to scale by a licensed surveyor.

**Foot Print.** “Foot print” shall mean the horizontal area of any structure and shall include all attached structures such as an open or closed porch, garages, carports, decks, balconies, exterior stairways and other structures.

**Street Lines.** “Street lines” shall mean the sideline(s) of the street(s), defining the boundary between public and private ownership.

**Sheds.** A shed must be a freestanding structure or attached structure to a dwelling, garage, or boat house. It shall have a MAXIMUM floor area of two hundred (200) square feet. Example: 10’ by 20’. The shed shall conform to the appearance of the residence on the lot. There shall be a MAXIMUM of two (2) sheds per lot. A shed cannot be built on a vacant lot. The entrance door shall not be wider than six (6) feet. The shed shall contain no provisions for habitation such as beds, kitchen or toilet facilities. The shed shall be used solely for the storage of materials and/or equipment that would be used strictly by a lot owner on his/her property. The shed shall be placed behind the face line of existing dwelling unless the topography of lot prohibits such

placement. The shed shall conform to Paragraph 4d and 5 of the KHA Subdivision, Declaration of Property Restrictions and Easements.

- KHA lot owners must submit written plans and specifications for approval by the KHA Building Committee prior to placement, alteration or erection of any structure, septic system or replacement septic system.
- KHA lot owner must submit one copy of all plans and specifications to the KHA Manager or KHA Building Committee chairperson a minimum of three (3) weeks prior to
  - Placement or erection of any structure or building
  - Exterior alterations including, but not limited to, exterior walls, walls, doors, windows, decks or porches.
  - Interior alterations involving ONLY bathrooms, kitchens and kitchenettes.
  - Installation of any septic disposal system or replacement septic disposal systems.
- General maintenance repairs to structures, including landscaping, as long as the footprint of the building/structure is not altered, DO NOT require Committee approval.
- A plot plan is required for
  - All new buildings or structures.
  - Existing buildings or structures WHEN THE FOOTPRINT IS CHANGED. ○ All new septic disposal systems and replacement septic disposal systems.
- Persons owning SHORELANDS (adjacent to Moose Pond and Carlson Brook) must contact the Town of Bridgton Code Enforcement Officer prior to contemplating any and all work.
- KHA lot owners should obtain all local and state permits required by law. These permits must be submitted to the Building Committee upon request.

## **KNIGHTS HILL ASSOCIATION, INC.**

### **VARIANCE POLICY**

PARAGRAPH 19 of the KNIGHTS HILL SUBDIVISION DECLARATION OF PROPERTY RESTRICTIONS AND EASEMENTS (hereinafter called Restrictions) provides, KNIGHTS HILL CORP., its successors or assigns, reserves the right to grant a variance from these restrictions to any lot owner, when a literal enforcement thereof would work an undue hardship or prevent utilization of the best work features of a lot in the subdivision by an appropriate instrument duly recorded in the Cumberland County Registry of Deeds. In order to more clearly define how this provision shall be interpreted and applied, the Members adopt the following Policy and delegate to the Board of Governors the authority set forth below:

1. The Board of Governors may grant variances only from dimensional requirements including but not limited to, lot width, structure height, percent of lot coverage, and setback requirements. The Board of Governors shall limit any variances granted as strictly as possible in

order to insure conformance with the purposes and provisions of the Knights Hill Subdivision Declaration of Property Restrictions and Easements to the greatest extent possible, and in doing so may impose such conditions to a variance as it deems necessary. The party receiving the variance shall comply with any conditions imposed by the Board of Governors.

2. The Board of Governors may not grant variances for establishment of any uses otherwise prohibited by the Knights Hill Subdivision Declaration of Property Restrictions and Easements.

3. Applying the standard set forth in Paragraph 19 and where the Board of Governors finds that severe, practical difficulties may result from strict compliance with the Restrictions not caused by the lot owner or his/her predecessor in title or where there are special circumstances of a particular lot, the Board of Governors may vary the Restrictions so that substantial justice may be done and the interest of the Corporation be secure; provided that such variations will not have the effect of nullifying the intent and purpose of the Knights Hill Subdivision Declaration of Property Restrictions and Easements and would not be contrary to the interests of members of KNIGHTS HILL ASSOCIATION, INC.

IV. Variances may be granted only upon the concurrent vote of a majority of the Board members present and voting (with the exception of a two-thirds (2/3) vote required under Paragraph VIII E. (2) (b) of this Policy.) In granting such variances the Board may require such conditions as will, in its judgment, secure substantially the objectives of the Restrictions so varied.

V. The words, “Undue hardship” as used in Paragraph 19 of the Restrictions shall mean:

A. That the need for a variance is due to the unique circumstances of the property and not to the general conditions of the subdivision.

B. That the granting of a variance will not alter the essential character of the subdivision.

C. That the hardship is not the result of action taken by the applicant or his/her/their predecessor in title.

D. The undue hardship must apply to the lot owner(s) and his/her/their property.

VI. The lot owner(s) shall submit to the Board of Governors specific information to substantiate the hardship claimed or to substantiate the prevention of utilization of the best work features of a lot claimed. This information shall include statements in writing, which may be accompanied by diagrams, and/or photographs which shall become part of the request of the lot owner(s) demonstrating the following:

A. The nature of the hardship or the prevention of utilization of best work features of the lot under consideration and the physical circumstances that allegedly would occasion such

unusual difficulty or special feature. (A financial hardship does not constitute grounds for granting a variance.)

- B. That such physical circumstances are peculiar to the lot under consideration.
- C. That such relief sought would not adversely affect property adjoining or nearby in the same subdivision and would not endanger the corporation members' health, safety, general welfare or convenience and would not impair the integrity of the Knights Hill Subdivision Declaration of Property Restrictions and Easements.

Only the minimum variance which will alleviate the hardship/prevention of utilization of best work feature of lot shall be granted.

VII I        A. The lot owner(s) applying for a variance (hereinafter referred to as the Applicant) shall submit a written request to the Board of Governors in form satisfactory to the Board. Said request shall contain all the information required under the Building Control Committee Application Rules and as set forth in Paragraphs V. A., B., C., D. and VI. A., B., and C. of this Policy, if applicable to the request.

B. The Board of Governors shall notify the Applicant by certified mail, return receipt requested, of the hearing date, place and time, at which the Board will be considering the application and shall provide the Applicant with a written list of the names and addresses of the property owners within one hundred fifty (150) feet of all property lines of the subject lot. The Applicant shall send, at least twenty-one (21) days PRIOR to said hearing, by certified mail, return receipt requested, notice of the application and the date, time and place of said hearing to said property owners and shall provide to the Board at the hearing proof of such mailing and satisfy the Board that reasonable effort has been made to notify such parties. Knights Hill Association, Inc. shall publish, at its own expense, notice of the variance request once a week for two (2) consecutive weeks in a local newspaper with circulation in the Town of Bridgton, prior to the meeting.

C. Upon a written request received by the Board of Governors from any Knights Hill Subdivision property owner requesting all information which was presented to the Board of Governors by the Applicant with reference to the subject application, the Board shall promptly notify the Applicant of such request, including a copy of such request. Such notice shall be sent by certified mail, return receipt requested. The Applicant shall promptly provide such information to the requesting property owner.

D. At the hearing all interested parties will be allowed to present information regarding the request, after which the Board shall reach a decision.

E. (1) The Board of Governors may, if it considers it advisable and applicable, request the Building Control Committee to participate in the hearing and to make recommendations.

(2) The Board of Governors **before granting a variance shall:**

(a) Require the Applicant to satisfy the Board that reasonable effort has been made to notify all required property owners of the request for a variance and of the hearing date, place and time of the variance hearing, and all reasonable effort has been made to provide copies of material submitted by the Applicant to the Board to all owners requesting such information.

(b) Approve the request by at least a **two-third (2/3) vote** of the Board present and voting at such meeting, in the event the BUILDING CONTROL COMMITTEE has recommended NOT to grant the request sought.

(3) In addition, the Board of Governors shall affirmatively find that:

(a) There is no valid objection based on demonstrable fact.

(b) All other criteria established by this policy with particular reference to Paragraphs III., IV. and V. A., B., C. and D. and VI. A., B., and C. have been satisfied.

(c) No other owners are adversely affected to a material degree.

(4) The Board of Governors may, if necessary, and with advance notice to the Applicant, hire a professional to assist it in its determination regarding an application. The cost incurred shall be borne by the Applicant.

F. For any variance **GRANTED** by the Board and **not** appealed under Paragraph VIII. I. hereinafter (which states that any appeal is required to be filed with the Board of Governors within **THIRTY (30) days** of the date of the Board's decision) or for any variance which is **DENIED** and then **appealed** as provided in said Paragraph VIII. I. and the Membership grants the variance on appeal, the Board of Governors shall promptly prepare a Variance document signed and dated by the highest officer of the Corporation available, stating therein the nature and extent of the request approved and any conditions or limitations thereon. Said document shall identify the Applicant and the Applicant's property affected and be in a form suitable for recording with the Cumberland County Registry of Deeds. The Applicant shall be required to record the Variance document at the Cumberland County Registry of Deeds within **SIXTY (60) days** of the date of the Variance document, otherwise the variance approved shall be null and void. The Applicant shall provide the Board with a copy of the recorded Variance document which shall indicate thereon the recording date and the book and page numbers of such recording.

G. If a request is denied by the Board, the reason therefore shall be stated in a Denial of

Variance document issued by the Board to the Applicant, giving notification of the Board's decision denying the request, and the denial and the reason thereof shall be recorded in the Minutes of the meeting at which such action took place.

H. The Board shall have authority to suspend or revoke any variance granted upon an affirmative finding that conditions of the granting of such variance are not being met.

I. Any member, including the Applicant, who is aggrieved by the decision of the Board may appeal that decision to the Membership. The member filing the appeal shall have the burden of proof. Such appeal shall be taken within **THIRTY (30) days** of the date of the decision appealed from. Such appeal shall be made by filing with the Board of Governors a written Notice of Appeal which shall include:

1. A concise statement indicating what relief is requested and why it should be granted.
2. A sketch drawn to scale showing lot lines, location of existing buildings and structures and other physical features of the lot pertinent to the relief sought.

At its next regular meeting or at a special meeting properly called for the purpose where a quorum is present by proxy or otherwise, the Membership shall consider the decision *de novo* pertaining to the Applicant's request for variance, or shall consider the decision *de novo* pertaining to the Board's revocation or suspension of variance under Paragraph VIII. H. herein, presenting to the members all of the information previously provided to the Board and whatever additional information the Membership shall reasonably request.

The membership shall not continue a hearing to a future date except for good cause as determined by the Membership.

A vote of the majority of the Membership present or by proxy and voting at such meeting shall prevail to overturn the decision of the Board, except that in the event the BUILDING CONTROL COMMITTEE has recommended **NOT** to approve the application, a vote of two-thirds (2/3) of the members present or by proxy and voting at such meeting shall be necessary to overturn the decision of the Board.

Upon the vote of the Membership, if the variance is approved, the Board shall promptly issue the Variance document designated in Paragraph VIII. F. hereinbefore set forth.

IX. If the Applicant hereunder is/are Board member(s) such member(s) shall abstain from discussing and voting on said application before the Board of Governors.

By the signature below, KNIGHTS HILL ASSOCIATION, INC. indicates that the foregoing Policy was adopted by a vote of the Membership at a meeting held on July 16, 2005.

In witness whereof, KNIGHTS HILL ASSOCIATION, INC. has caused this instrument to be sealed with the corporate seal and signed in the corporate name by, \_\_\_\_\_ its \_\_\_\_\_, thereunto duly authorized, this \_\_\_\_\_ day of, \_\_\_\_\_ 2005.

KNIGHTS HILL ASSOCIATION, INC.

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Office held: \_\_\_\_\_

Witness: \_\_\_\_\_

STATE OF MAINE

County of Cumberland, \_\_\_\_\_ 2005

Then personally appeared before me, the above-named \_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed of said Corporation.

Notary Public/Attorney at Law

Print name: \_\_\_\_\_

## KHA GOOD NEIGHBOR POLICY

Rev 1.0

Knights Hill Association, Inc. is a non-profit corporation. Knights Hill Subdivision consists of lots owned by members of the corporation, being either full-time or part-time residents of the subdivision.

### Good Neighbor Policies

- Bridgton town and Maine state laws are in effect within KHA. **KHA roads are town roads with a maximum speed limit of 25 mph.** Members should notify local police or fire departments with any related problem. KHA management is not responsible for enforcing the law.
- KHA homes and surrounding property should be maintained in good condition. This includes exterior painting, roofing, and the removal of unsightly objects.
- Trash disposal is the responsibility of the homeowner. KHA reserves the right to remove unsightly trash at the owner's expense.
- Tents used as dwellings are not allowed. (Children's play tents are allowed.) □ Noise levels should not disturb neighbors.
- Town of Bridgton leash laws apply within Knights Hill.

## KNIGHTS HILL ASSOCIATION, INC.

### BUSINESS POLICY

1. The KHA BUSINESS POLICY was adopted by the Board of Governors with the approval of counsel on April 9, 1994.
2. KHA shall maintain a literal interpretation of Paragraph 13 of the Knights Hill Subdivision Declaration of Property Restrictions and Easements which reads, "NO BUSINESS, TRADE OR ENTERPRISE OF ANY KIND OR NATURE SHALL BE CONDUCTED ON ANY RESIDENTIAL LOT EXCEPT THAT LAWYERS, DOCTORS, ARCHITECTS, ENGINEERS, ACCOUNTANTS AND OTHER PROFESSIONALS MAY PRACTICE PROVIDED THEY EMPLOY NO MORE THAN ONE PERSON."
  - A. That is, those specifically named therein – lawyers, doctors, architects, engineers and accountants may certainly conduct a business provided they employ no more than one person.
  - B. That the phrase "other professionals" means other like or similar learned professionals, the words "like", "similar" and "learned" being understood in the phrase although they do not actually appear in the context. (Since all

of the exceptions named who may conduct a business would all be considered to be learned professionals.)

- C. A license from a local or state authority, government body or board, etc. does not qualify a person as a member of a learned profession. (i.e., a hairdresser or a barber licensed by an authority, government body or board, etc., would not be considered a member of a learned profession.)

“In House” Businesses:

- 3. KHA will not concern itself with an “in house” business which does not in any manner detract from or change the residential character of the community, and does not disturb the community and the quiet enjoyment and peace of the community, or adversely impact owners’ property values, all of which KHA considers to be the main intent of the Knights Hill Subdivision Declaration of Property Restrictions and Easements. In the event a problem is brought to the attention of the Board, the Board would deal with such matters individually on a consistent case-by-case basis and would have the option of issuing a cease and desist order if the circumstances warrant it.

**KNIGHTS HILL ASSOCIATION, INC.**

**NO SMOKING IN KHA BUILDINGS POLICY**

The NO SMOKING IN KHA BUILDINGS POLICY was adopted by the Board of Governors on December 5, 1998.

There shall be no smoking in all KHA buildings.

**KNIGHTS HILL ASSOCIATION, INC.**

**SEXUAL HARASSMENT POLICY**

It is the strict policy of this corporation to prohibit all forms of unlawful discrimination and harassment, including sexual harassment.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment can be defined as the attempt to control, influence or affect the career, salary or job or an individual in exchange for sexual favors or the creation of an intimidating, hostile or offensive working environment

based on unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

The definition of sexual harassment under the Regulations of the Maine Human Rights Commission is:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Some examples of sexual harassment are:

- (1) Repeated unwelcome sexual flirtations, advances or propositions.
- (2) Continued or repeated verbal abuse of a sexual nature.
- (3) Graphic or degrading comments about an individual or his or her appearance.
- (4) The display of sexually suggestive objects or pictures.
- (5) Any offensive physical contact, and
- (6) Any retaliation or threat of retaliation against one who has made a complaint of harassment.

In addition, no one should suggest, imply or threaten that an applicant or employee's "cooperation" of sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Any employee who is determined, after investigation, to have engaged in sexual harassment in violation of this policy will be subject to appropriate sanctions up to and including termination.

Any employee who believes that he/she has experienced sexual harassment is requested to inform any member of the Board of Governors or the General Manager immediately. Your complaint will be investigated immediately and appropriate

remedial action will be taken if warranted. There will be no retaliatory measures taken against any employee who makes a complaint of sexual harassment.

Employees have the legal right to file a complaint of sexual harassment with the Maine Human Rights Commission, and are protected by law from retaliation for exercising this right:

Maine Human Rights Commission  
State House Station 51  
Augusta, ME 04333  
Tele: (207) 624-6050

Employees who have suffered sexual harassment in the workplace may be eligible for recovery of civil penal damages and other monetary damages through the courts, the Maine Human Rights Commission, or the Workers Compensation Commission.

(Adopted 12/1/01)

## **KNIGHTS HILL ASSOCIATION, INC.**

### **KHA WEBSITE AND SOCIAL MEDIA POLICY**

Rev. 1.0 May 2018

The KHA website is for the sole use of KHA Members only, outside the general homepage. The KHA Manager will appoint a webmaster who will have administrative access.

The KHA Facebook page and any other KHA social media sites are for outgoing messages from the Manager and his/her staff to the Membership only.

Any other web or social media pages regarding KHA are not sanctioned by or the responsibility of the KHA Board of Governors or the Manager. KHA assumes no liability for any such sites.

Rev September 8, 2019