

**OUTSIDE & VISIBLE OWNER PROPERTY  
Policy 221**

05/22/2025  
Effective

**Bill Grabowski**  
Association President

**POLICY**

The Tides Master Deed and Bylaws establishes rules & regulations to enhance everyone's enjoyment at The Tides and to protect the value of the building by having an appealing, uniform and non-cluttered visual appearance. For owners, this means that **they are responsible to maintain, repair and/or replace their fixed outside property as well as storing their removable assets in designated areas** which, with both property types, are visible to others. Fixed property is defined as an approved owner asset that is built-in or attached to the building specifically and only: the unit entrance and storm doors, all windows and heat pump compressor. Requirements for replacement fixed property are shown below and owners are to maintain these items so they function and have as close to new appearance as possible.

Note that owners and contractors must follow the renovation policy & procedure by advising the office of the work, dates for the work and contractor's insurance documentation if not already on the approved list. Owner must also provide the contract with the rules contained in the renovation policy & procedure.

Removable property is defined to be a non-permanent owner asset that is temporarily placed or stored outside the unit but which is visible to others. "Temporary" for this policy is considered to be a longer duration than property placed or stored momentary or hourly. Storage locations for removable property are listed below.

**Requirements of Fixed Property:**

- Windows & Sliding Glass Doors
  - Replacements must be of the same size and match the original type as closely as possible (e.g. double hung window, includes screens, etc.)
    - Tilt-in windows are acceptable and may be desirable
    - Screen material should be nearly invisible
  - Grids in the panes are not allowed
  - Frames must be smooth and bright white in color (no grain or off-white colors)
  - Glass must be flat and clear with no added film (i.e. no tinting)
  - Trim should be reused. If not possible due to deterioration, replacement must match the original as closely as possible in profile and color (True Value Easy Care Satin Exterior in color SHP- 9 White see photos below)
  - Should be properly caulked to be weather and waterproof
- Entrance Door
  - Replacements must be of the same size and match the original type as closely as possible (e.g. 6 panel exterior door, subtle woodgrain, no glass inserts, etc.)
  - Must be painted the same color as other doors (Home Depot Exterior Semi-Gloss Enamel based custom color see photos below)
  - Lockset can be reused but replacements must match other doors (e.g. silver door knob and separate dead bolt) and use the same key as previously used. Contact the office if the lock is to be rekeyed. Note that the office must have a copy of the key
  - Peep hole is optional



- Storm Door
  - Storm doors are optional but recommended
  - Replacements must be of the same size and match the original type as closely as possible:
    - Must be full view (small frame, mostly a glass or screen panel). However, ventilating retractable screen type is also acceptable such as Larson Tradewinds full view
    - Screen material should be nearly invisible
  - Must be smooth aluminum bright white finish. Can have thin brass trim around the window/screen and at the bottom (door sweep). No other colors or colored metal trim is allowable
  - If applicable, glass must be flat and clear with no beveled edges or added film (i.e. tinting)
  - Knob/lockset can be reused but replacements must match other doors. Note that the use of a key is inadvisable/discouraged as the office does not have a master key.
  - Trim should be reused. If not possible due to deterioration, replacement must match the original as closely as possible in profile and color
  - Can be caulked to be weather and waterproof
  
- Rooftop Heat Pump Compressor
 

*While the compressor is owner property, it is not visible externally. Therefore, Tides approval of the appearance is not needed. It is suggested that any replacement should match the specifications of the original unit (e.g. BTU, etc.) and, if at all possible, be compatible with existing cooling lines and power. Unit designed for coastal areas should be considered due to its corrosion resistance. However, the owner must follow the contractor procedure by advising the office of the work, dates of the work and contractor's insurance documents if not already on the Tides approved list. Note that the rooftop is only accessible by authorized personnel, see policy 521.10 Roof Entry.*

**Requirements of Removable Property**

- Externally Visible Window/Slider Treatments
  - Must meet Tides Bylaws requirements mentioned in Article IX i): “All windows and units shall have draperies, blinds, curtains or other window coverings which shall be either (i) white or (ii) lined with white fabric or material facing the exterior of the unit.”
  
- Decorations
  - Are generally not allowed except:
    - Tasteful decorations are allowed on the front door
    - Tasteful external temporary holiday decorations are allowed on balconies as long as they do not pose a risk of falling. They must be removed no later than 1 weeks after the holiday or the duration can follow Cape May city celebration period (i.e. “Christmas”/winter holiday)
  
- Balcony items
  - Only furniture is allowed for long term placement
  - Any temporary or short-term items must be secured from falling or displaced by the wind
  - Beach towels and clothing must not be left to hang on the railing. Racks by the pool and laundry rooms can be used instead

- Walkways & Stairs
  - Walkways, stairs and other common areas must not be obstructed with beach carts, carriages, boogie boards, toys, clothes racks, etc.
  
- Vehicle
  - One garage parking spot will be assigned per unit by the office manager and must be used during dates determined by the Board of Trustees (i.e. summer season). See Policy 140 Assignment of Parking Spots for more details
  - Parking spots are not assigned outside of the specified dates and are first come first served
  
- Bicycles
  - Bicycles not stored in personal property (i.e. vehicles etc.) should be stored in the provided bicycle racks
  - Bicycles appearance should be maintained (i.e. not look all rusty and abandoned)
  
- Beach Equipment
  - Equipment not stored in personal property (i.e. unit or vehicle) can be stored in available rented storage boxes. See Policy 541 of Storage Box Rental for more details
  - Beach equipment must not be stored or left in the common areas (such as the pool or second floor patio/courtyard, lobby or garage) or limited areas (i.e. balconies)
  
- Temporary Storage of larger items
  - See the office manager to seek permission to store items outside of the owner's unit (e.g. wheelchairs, car carriers, etc.). If approved, a location will be provided which might be outside in the elements

**PURPOSE OF THIS POLICY**

This policy is to establish requirements for the maintenance, repair or replacement and storage of external owner property.

In general, all property belonging to a unit owner must be located inside their own unit. However, some property is fixed and/or are visible outside of the unit or located in limited common areas (such as the balcony). In other cases, temporary storage for removable property in full Tides common areas is allowed with specific restrictions as detailed above.

**SCOPE OF THIS POLICY**

This policy applies to all Tides owners.

**RESPONSIBILITIES AND AUTHORITIES**

The Board of Trustees maintains the responsibility and authority to make necessary changes to this policy.

Authority to develop this policy is based directly on The Tides Condominium Association Master Deed and Bylaws. The association may levy fines or suspend rights of violating owners {or eviction in the case of renters}.

**PROCEDURES**

- Owners should contact the office for any questions regarding the maintenance, repair or replacement and/or storage of external property especially if visible to others.

- If needed, the Tides Board or office manager will approve replacement property, notably if there is any question that the item is significantly different from the original (or majority of similar currently installed) item.

**OWNERS RIGHTS UNDER THIS POLICY**

The affected unit owner has the right:

- To receive a copy of this policy
- To have access to all documentation relating to their requests, questions or deemed violations
- To petition the Board of Trustees if the owner deems the resolution not to be valid
- Be provided the Alternative Dispute Resolution (ADR) Policy
- To expect that the situation will be handled impartially

**RELATED POLICIES**

Policy 133 Alternative Dispute Resolution  
Policy 140 Assignment of Parking Spots  
Policy 521.10 Roof Entry  
Policy 532 Unit Repair and Renovations  
Policy 541 Storage Box Rental  
Policy 710 General Rules and Regulations

**RELATED DOCUMENTS**

By-laws of the Tides Condominium Association Article IX i)