

**FARNHAM POINT ASSOCIATION (FPA)**

**POLICIES AND PROCEDURES**

**Adopted by the Board of Directors on 21 July 2001  
And Approved by the Membership at the  
Annual Meeting on 25 August 2001**

**Revised by the Board of Directors on 22 June 2021  
And Approved by the Membership at the  
Annual Meeting on 31 July 2021**

**I. Association Fees and Assessments.** The Secretary shall maintain an up-to-date listing of applicable dues, annual maintenance fees, and maintenance assessments as approved by Association members at the members annual meeting.

Membership Fee..... A one time fee paid by the property owners at the time they join the Association.

Annual Maintenance Fee... The annual fee assessed every property owner to finance maintenance expenses for all Association roads. This fee is billed each December to all property owners including non-members of the Association.

Maintenance Assessments... When property owners undertake activities that cause excessive wear on Association roads, they are required to pay an assessment for the year in which the activity begins. Prior to the start of any project that may require the use of heavy trucks, property owners should contact the Maintenance Committee to provide information on the project and review obligations and guidelines for the use of the FPA roads. Categories and corresponding assessments are as follows:

1. Major Construction Assessment: \$1,000  
Examples include but are not limited new home construction, major demolition/reconstruction of an existing home, major lumbering, land clearing activities

2. Minor Construction Assessment: \$500  
Examples include but are not limited to small-house addition, garage construction

Revised 7/31/21

Damage Assessments..... Assessments will be made to cover actual road damage directly traceable to activities undertaken by property owners. These charges shall be determined by the Maintenance Committee and shall be fairly assessed and may be charged in addition to the Maintenance Assessments referenced above.

Revised 7/31/21

The Annual Maintenance Fee approved by the membership at the annual members meeting shall become due and payable to the Association Treasurer on the next occurring January 1, with interest on any unpaid portion of the principal running at the rate of 12% per annum beginning March 1 of the year in which the annual maintenance fee comes due. All payments received shall be applied first to outstanding interest, and then to the oldest principal balance due.

Maintenance and Damage Assessments shall become due and payable to the Treasurer, 30 days from the date of invoice, after which interest on the unpaid portion of the assessment, Running at the rate of 12% annum, shall be applied. All payments received shall be applied first to outstanding interest, and then to the oldest principal balance due. Any member who fails to pay any fee or assessment provided herein, shall be responsible for all collection costs, including attorney fees, incurred by the Association.

**II. The Maintenance Committee.** The Road Commissioner, Vice President and one Director selected by the President shall constitute the Road Maintenance Committee and shall be responsible for preparing a rolling 3-year maintenance budget listing planned maintenance projects and estimated costs. Said report shall be presented to the membership at each annual meeting of the members for approval. Activities undertaken by property owners that are deemed by the Road Commissioner to cause excessive road wear on association roads such as increased heavy vehicle traffic from new or major construction or lumbering operations shall be referred to this Committee for review and disposition. The Committee shall apply the applicable Association fees and assessments and instruct the Treasurer to bill the property owner. Any additional expenses due as a result of actual road damage attributable to the owner activities shall be fairly assessed by the committee and billed to the property owner as a damage assessment. Revised 9/22/01

**III. Liens.** Liens against properties whose owners are in arrears shall be placed at the discretion of the President based on the circumstances of the owners' situation, except that liens must be placed when the arrears exceed \$600 or no payment has been received for two years.

**IV. Reporting of delinquent property owners in arrears.** A record of all property owners in arrears on their maintenance fees shall be made part of the Treasurer's report presented at the annual members meeting. Name of the owners together with all fees and accrued interest due shall be published.

**V. Roads Standards.** The Farnham Point Association Road Standards are as follows:

- Purpose - To provide a low maintenance all weather roadway that will support car and truck traffic safely at speeds up to 25 mph
- Right of way - Must be at least 50' wide to conform with town requirements
- Base - Minimum of 2' of 3" +/- bank run gravel or ledge/rock/gravel sufficient to meet the stated purpose. The base shall be graded to divert surface water away from the road bed.  
- Width of 16' minimum with 2' prepared shoulders of similar material to the base, for a total width of 20'.  
- 2-foot clear zone on both sides beyond the shoulders, free of trees, limbs or other obstructions to a height of 12 feet.
- Finish - At least 16' wide, not including shoulders.  
- Minimum 1" or less crushed or screened gravel to at least 4" thickness, graded and compacted to form a crowned surface that meets the stated purpose, the crown to be about 1/4" per foot.  
- Bring shoulder to grade with 3" +/- bank run gravel.
- Road Culverts - 12" minimum diameter culverts where necessary to permit proper drainage and prevent seepage under the road.  
- Must extend at least 1' beyond edge of shoulder.  
- Must be of galvanized metal or plastic buried to a depth such that a 28,000lb vehicle can safely pass over it without damaging the roadbed.
- Driveway Culverts - Where necessary to divert surface water away from the road, must have a culvert of at least 8" in diameter provided and maintained by the property owner.  
- Extend at least 1' beyond the edge of each side of driveway.  
- Where surface water runoff exceeds the capacity of an 8" culvert, a larger diameter culvert shall be provided so the roadside ditch is not restricted during heavy run off.  
- Driveway culverts will be installed and maintained by landowner.

The Association will not accept new roads which do not meet these standards as determined by the Maintenance Committee, whose decisions shall be binding and final.

Revised 9/22/01

**VI. Obligations and Guidelines During Construction, Renovation, Logging, Etc.** Revised 7/31/21

1. Prior to the start of any project that may require the use of heavy trucks, property owners are required to contact the Maintenance Committee to provide information on the project and review guidelines for the use of the FPA roads.
2. During construction, renovation and various other activities that may require the use of heavy trucks, property owners are required to pay an additional road maintenance fee (Maintenance Assessment) for the year in which the activity begins. The fees for the Maintenance Assessments are outlined in Section 1 of the FPA Policy and Procedures.
3. All contractors who have crews working onsite are required to provide adequate sanitation facilities and are required to clean up the area, including the adjacent roadside. Property owners are responsible for informing contractors of this requirement.
4. All contractors and their crews should avoid parking on the sides of Association Roads which may cause degradation of road edges and hindrance of vehicle travel; use lighter weight construction vehicles when possible, and avoid road blockage during construction. Property owners are responsible for informing contractors of this requirement.
5. If a temporary traffic or road blockage is unavoidable, at least a one (1) day notice to all residents should be given as to date, time and duration.
6. If blasting is required at a work site, a one (1) day notice to all residents should be given as to date and time of such activities. Proper matting will be used if there is a danger that flying debris might damage adjoining property.
7. Culverts as specified in the FPA Road Specifications are to be installed where driveways connect to the Association Road so that normal drainage flow is not diverted onto the main road. Grading of driveways will be such that the water flows into ditches/culverts and not onto the Association Road.
8. Where driveways are to be built, the water pipe should be buried to a depth of at least 12 inches under the driveway where practical or otherwise effectively protected. If it is necessary to lower or move any portion of the water pipe, the Boothbay Water District should be notified to do this job. Under no circumstance should a driveway be built up to cover a water pipe at the expense of effective water drainage.
9. The Association reserves the right to close the road to heavy traffic or all vehicular traffic during the spring thaw if such traffic would cause undue damage to the road.
10. All contractor and/or construction vehicles are to follow any Posted road signage. Property owners are responsible for informing contractors of this requirement.

VII. Speed Limits. The speed limit on all association maintained roads shall be 15 MPH except where otherwise posted by the Association or with Association approval. Construction vehicles are not to exceed 15 MPH while traveling over Association roads. Property owners are responsible for informing contractors of these restrictions.

VIII. Nominating Committee. In April of each year, the President shall review whether any Association Directorships are vacant or in their expiration year. When such vacancies exist or expirations will occur, the President shall appoint a Nominating Committee whose responsibility it shall be to develop a slate of candidates who have agreed to stand for election to the Board of Directors of the FPA. The Committee Chair shall present the slate of Directors at the annual meeting of members. Candidates for Director must be members in good standing of the FPA.

IX. Loans, Leases, Land Purchases. No loans, leases or land purchases will be entered into by the Board of Directors or any of its Officers without majority vote of members.

X. Changes. Any proposed changes to FPA Policies and Procedures shall be submitted by the President for review at a meeting of the Directors. An affirmative vote by at least four Directors is required to approve said changes which shall become effective immediately upon approval. A final draft of the approved change shall be initialed by each Director casting an affirmative vote and shall be made part of the meeting minutes and the permanent FPA records.

The secretary shall ensure that all Directors' Policies and Procedures Manuals are updated as the changes are approved. This may be done by pen and ink. Each year at the annual members meeting, the secretary shall make available copies of said Policies and Procedures provided that there have been changes adopted by the Board of Directors since the previous annual meeting. New 9/22/01