

# **Long Hill Estates at Peterborough A Condominium**

## **A Handbook for Residents**

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## SECTION A: INTRODUCTION

Although this *Handbook* is provided to better acquaint all of us with condominium living, two facts should be remembered:

- 1) Abiding by the Declaration of Condominium, By-Laws and rules does not constrain anyone's activities any more than abiding by legal requirements and reasonable behavior, wherever one lives, be it in a private home, an apartment, or any other form of human living arrangement. Please remember you are part owner of all the common area and your Board of Directors is open to your suggestions and requests.
- 2) By law we must have a Board of Directors, consisting of owners who work without pay. These people willingly dedicate a large amount of their time and effort to manage Long Hill Estates. They never enjoy playing "policeman." They are, however, constantly exposed to the concerns of every owner and are required by law to enforce the provisions of our condominium documents.

## PURPOSE OF THE HANDBOOK

This *Handbook* provides information to help make community living pleasant, safe and comfortable for everyone. It is intended to help owners understand condominium living, specifically at Long Hill Estates. In the final analysis, rules are dictated by common sense and fairness, affording all an equal opportunity to enjoy their home. By-Laws and rules are defined in the document *Long Hill Estates at Peterborough, A Condominium*. In cases of conflict, the Condominium Declaration & By-Laws take precedence. Additional rules promulgated by the Board of Directors are contained within this *Handbook*. This *Handbook* is subject to change by a majority vote of the Board of Directors.

*Long Hill Estates at Peterborough, A Condominium* and this *Handbook* apply to all unit owners, lessees, guests, and certain others. Accepting the deed of conveyance (title) or entering into a lease or act of occupancy of a unit makes this documentation legally binding on the occupant(s), as stipulated in the By-Laws, Article 1. It is the responsibility of unit owners to provide copies of all Condominium documents to tenants and occupants.

**Please note that this *Handbook* as well as *Long Hill Estates at Peterborough, A Condominium* belong to the unit.** It is the responsibility of each owner to maintain current copies of these documents, and to convey these documents to subsequent owners at the time of purchase. Unit owners will be charged a fee for replacement copies.

## DEFINITION OF CONDOMINIUM

A Condominium is joint possession of property where:

- Some portions are owned by individual owners (**the units**). Responsibility for maintenance, repair, replacements, etc. of this portion of the Condominium lies with the individual owner.
- Other portions are owned collectively by all unit owners (**the Common Area**). Responsibility for maintenance, repair, replacements, etc. of this portion of the Condominium lies with the Association (all owners as a group).

- Other portions are owned collectively by all but designated for the use of the individual owner (**the Limited Common Area**). Repair and replacement of this portion lies with the Association; however, maintenance of this portion lies with the individual owners.

The definitions and explanation of the portions falling within each category may be found on Pages 1-8 of the *Declaration of Condominium*.

## GOVERNING DOCUMENTS

The legal parameters under which the Condominium functions are defined by the New Hampshire Condominium Act (RSA 356-B) and pertinent local, State, and Federal statute. The Declarant (the original developer who established the Condominium) was obligated by this legislation to publish by-laws which became legally binding for all title holders of our condominium units. The *By-Laws* can be changed only by the concurrence of 67% of unit owners, and in certain cases, an additional majority of mortgagees. The Board of Directors has certain powers to establish regulations for the purpose of managing the Condominium.

The publication entitled *Long Hill Estates at Peterborough, A Condominium* contains the “Declaration of Condominium,” (a detailed definition of the property), the By-Laws, and Amendments to these documents. Each owner should be familiar with this document as it addresses issues such as resale, mortgages, voting practices, meetings, etc.

## SECTION B: BOARD OF DIRECTORS

By law, the Association is required to manage and maintain the property and must elect a Board of Directors to do this. The Board has the right and duty to assess and collect the Condominium fees needed to keep up the property and provide services. The powers and duties of the Board of Directors are defined in Article III (page 20) of the *Condominium By-Laws*. Owners are to report defects in need of repair for which the Association is responsible, as stipulated in the *By-Laws*, Article V, Section 4(b) (pg 31).

### BOARD OF DIRECTORS & OFFICERS

The names of current members and officers of the Board of Directors are posted on the bulletin board at the mail kiosk.

### ADMINISTRATIVE PROCEDURE FOR BOARD MEETINGS

In order to (a) facilitate the orderly transaction of business and (b) provide an open forum for community input, the Board adopted on September 17, 2002, the following format for regularly scheduled Board meetings:

- 1) Up to the first 15 minutes will be devoted to community input. During that time, owners are free to ask questions, bring ideas forward, express concerns, etc. No business will be transacted and no motions will be heard. No minutes will be taken. Speaking time allotted to each person may be determined at each session based on the number of owners wishing to be heard.  
The Community Input Time is outside of the regular Board meeting, taking place prior to the regular meeting being called to order. There is no planned agenda.
- 2) At the end of the foregoing period, discussion will be ended and the President will call the Board meeting to order. The meeting will proceed without interruption. This is the time for the Board to conduct business. Unit owners are encouraged to attend.
- 3) There are times when the Board may need to go into Executive Session due to the sensitive or personal nature of some issues. If that occurs, unit owners will be asked to leave.

## SECTION C: ASSOCIATION MANAGEMENT

### ASSESSMENT & PAYMENT OF FEES

Monthly condominium fees are due on the first of the month for which they are assessed. For example, the fee for September is due on September 1. Monthly payment coupons are provided to owners and should accompany each payment. Payments may be placed in the Association mailbox at the mail kiosk, or mailed to:

*100 Long Hill Estates Condominium Association, Peterborough, NH 03458.*

The NH Condominium Act and Article XII of the By-Laws authorize the Board of Directors to initiate legal action for nonpayment or late payment of fees.

### COMMUNICATIONS

Notices are posted periodically on the two bulletin boards at the mail kiosk. This is a major part of the basic communication system, so it is important to check these boards regularly.

Requests for Common Area maintenance should be submitted in writing on the Maintenance Request Forms found in the large white container hanging on the mail kiosk. When completed in detail, the white copy should be placed in the lower (smaller) box, the yellow copy in the Association mail slot, and the pink copy retained by the owner. Instructions for whom to call in case of emergency are posted at the kiosk.

Correspondence to the Board may be mailed to the Association at: 100 Long Hill Estates, Peterborough, NH 03458, OR placed in the slot marked Association at the mail kiosk.

### INTERFACE WITH CONTRACTORS

The Board of Directors, on behalf of the Association, enters into contracts for the provision of services such as landscaping, snow plowing, painting, trash removal, etc. A member of the Board of Directors or an Association's Maintenance Manager serve as the liaison to these contractors.

Individual owners should direct any comments about the performance of a contractor to a member of the Board of Directors or a Association's Maintenance Manager. Unless an emergency, such communications should be in writing and placed in the appropriate box at the mail kiosk.

## SECTION D: UNIT MANAGEMENT

### USE OF CONDOMINIUM UNITS

Commercial and business use of condominium units is not permitted. Limited professional use may be allowed following written approval by the Board of Directors. Requests for limited professional use should be submitted in writing to the Board. ***[See Declaration of Condominium, Section 3(h)(i) (pg5).]***

### RENTALS

Owners may lease their units for a minimum of one year, in accordance with the ***[Declaration & Condominium Amendment 6/2000]***. A copy of the lease must be supplied to the Board of Directors in accordance with the ***[Declaration of Condominium, Section 3. (pg5)]***

### CARE OF UNITS DURING ABSENCES

Effective January 1, 2004, the Board of Directors adopted a policy for brief absences that from October 1<sup>st</sup> to April 30<sup>th</sup>, the temperature inside units should be maintained at a minimum of 55 degrees. ***[See Policy Resolution 1/1/2004 in this Handbook]***. Furthermore, the Board recommends that owners leave a key with another party and notify the Board as to who can assist in granting access to the unit and how that person can be reached. For lengthy absences, owners should have their systems drained.

### FURNACES AND FIREPLACES

Notwithstanding that there is no requirement for inspection of furnaces and fireplaces; it is recommended that your furnace be inspected at least every other year, not only for reasons of safety, but to preserve its useful life as well. Many people have hot water heaters and gas fireplaces checked at the same time. Furnace filters should be changed every 6 months.

Wood burning fireplaces, if used, should be inspected yearly, and if not used, every other year. Even though chimneys may have a wire screening, it is not uncommon to find bee's nests inside.

### FIRE EXTINGUISHERS

It is highly recommended that residents purchase an ABC fire extinguisher.

### INSURANCE

Each owner is encouraged to carry insurance which supplements the Association's master policy. In selecting appropriate coverage, please make sure your agent is familiar with our documents concerning the definitions of "units," "common area," and "limited common area."

Unit owners are responsible for notifying the Board of Directors in writing of all improvements to their units (except personal property other than fixtures), especially those that exceed a total value of \$1,000.00. In the case of an emergency replacement, any improvements not reported will be replaced in their original form. These notices will be stored in an association safety box and the Board shall notify the Association's insurer of such improvements. For further information on insurance, please [ ***See Article VI of the Condominium By-Laws. (pg 35)***



## SECTION E: OUTDOOR MANAGEMENT

### OUTSIDE APPEARANCE OF UNITS

Please keep your garage door closed whenever possible. This presents a better appearance, reduces the possibility of wildlife entering your unit, and adds security to your property. Also please remove toys, bicycles and other objects from the exterior of your unit when they are not in use.

### VEHICLES AND PARKING

Please park in garages, driveways or parking spaces. The space at the end of the street between units 32 and 36 is NOT a parking area; it is a turnaround for those units. If street parking is needed, please be sure that vehicles are parked only on one side of the street, and not directly across from driveways. Effective December 15, 2003, overnight street parking is not allowed. ***[See Policy Resolution 12/15/2003 in this Handbook]***. Everyone should be mindful at all times of the need to avoid blocking roadways for emergency vehicles.

Unregistered vehicles must be parked inside garages. Parking RV's, boats, or trailers on the property for more than a few hours requires special permission by the Board of Directors.

Effective October 25, 2004, vehicles that are too large to fit in the garage with the garage door closed may not be kept on the property. ***[See Policy Resolution 10/25/2004 and Amendment 10/9/2004 in this Handbook]***. This does not mean that vehicles that do fit in the garage with the door closed must be kept in the garage. It simply defines the size of vehicles that may be kept on the property. Only lettered and/or commercial vehicles must be kept inside the garage. Lettered and/or commercial vehicles used by service personnel engaged by unit owners may be kept outside while work is being performed.

Please do not park or drive any vehicles, including motorcycles and bicycles on any grassy area as we have an irrigation system installed. Care should also be taken not to drive or park on grassy area fringes as the irrigation system's sprinkler heads are very close to the edge. Replacement or repair of these heads is costly and must be born by the Association (that's all of us).

### WINTER PLOWING AND PARKING

Vehicles must be moved in order for driveways to be plowed. Any vehicles parked at the mail kiosk should also be moved so the contractor is able to remove snow from this area.

Since the driveways, paths and front steps are Limited Common Area, the Association is not required to remove snow, ice or water from them. However, the Association does arrange for heavy snow removal which includes basic plowing and heavy shoveling of the driveways, front paths and steps. Sanding is also done if needed. It is the unit owner's responsibility to keep these areas safe for walking between storms by removing ice and other hazards. Every owner is liable for accidents in these areas.

## LANDSCAPING & GARDENING

Maintenance of the Common Area is the responsibility of the Association. The appearance of Long Hill Estates has been greatly enhanced by the flowers planted by owners in front and back of the units. Such beautification of the property is very much appreciated and enjoyed by all. We are all free to follow this example. The financial and maintenance responsibilities for such ventures rests with the owner involved.

However, NO plantings should be done around the crabapple trees. We have been advised by our landscaping experts that this planting could disturb and cause considerable damage to the trees' root systems, perhaps leading to the loss of the trees.

Effective January 1, 2004, any owner wishing to install or remove plantings, exclusive of flowers, must submit a written request and plan to the Board of Directors. ***[See Administrative Resolution 1/1/204 in this Handbook]***. Planting and/or removal of plantings must have prior written consent of the Board.

## FEEDING OF WILDLIFE

Effective October 25, 2004, self-contained bird feeders may be placed outside from November 1 to May 1. Spring removal helps prevent bear visits.

Effective March 18, 2010, only birdseed may be scattered outside individual condominium units and only when the ground is snow covered. This is a changed policy.  
See updated policy 3/18/2010 replacing 10/25/2004 for feeding wildlife in this Handbook.]

## SECTION F: COURTESIES & AMENITIES

### NOISE

The floorboards in individual units of each building are connected. They extend, without interruption, along the entire length of each building. Residents should be aware that this results in an unusual propagation of sounds and vibrations, caused by activities such as jumping and running. Please make sure that noise levels do not disturb your neighbors, particularly between the hours of 8:00 p.m. and 8:00 a.m. Please also refrain from the use of loud radios, “boom boxes,” and the like.

### PETS

The Condominium By-Laws define the legal requirements regarding pets that may be kept in the units. ***[See Article V, Section 7(c) (pg 33) of the Condominium By-Laws]***. The fourth sentence of this part of the By-Laws states:

“The Board of Directors may make further provisions in the Rules for the control and regulations of household pets in the Condominium.”

Accordingly, the Board of Directors approved the rule to prohibit any new dogs. ***[See Board Resolution 6/20/2000 in this Handbook]***.

### TRASH DISPOSAL

All refuse and trash must be placed in the dumpster provided for this purpose. Trash should be placed in plastic bags and fastened securely before putting them in the dumpster. Please be mindful of others in the amount and shape of items you place in the trash by flattening boxes or bulky items or by cutting them up. Please do not place anything outside the dumpster. It will not be picked up by our contractor and thus presents the problem of extra pickup with extra costs.

The size of the dumpster and frequency of pickups are based on “normal household trash.” This is not sufficient to accommodate major unit cleanouts as in the large amount of waste that results from unpacking associated with a move, etc. Any construction debris, furniture, large items, hazardous materials, etc. should be taken to the Town of Peterborough’s recycling center at Scott Mitchell Road. Use of the center is free to residents who may pick up a sticker at the Town Clerk’s office or the Recycling Center. We encourage people to use the center for the sake of the environment and to control our own disposal costs.

### TENNIS COURTS

Please use the court only for tennis, and wear proper tennis shoes. Entrance gates should be closed at all times.

### OUTDOOR SMOKING

Effective October 25, 2004, the Board of Directors adopted a Policy Resolution banning smoking on Association Common Area. Please note that Limited Common Area is part of Common Area. ***[See Policy Resolution 10/25/2004 in this Handbook]***.

## SECTION G: ALTERATIONS TO BUILDINGS

### BUILDING EXTERIOR

Bear in mind that most of the exterior of the buildings is part of Common Area. Anything done to it must be done with the consent of the Association, that is, the Board of Directors, with one exception. An amendment to the *Declaration of Condominium* gives unit owners the responsibility for maintaining any outside elements that serve their unit only such as faucets or electric outlets. They also have the responsibility of the installation for same, but need prior Board permission. ***[See the Declaration of Condominium Amendment 10/2009]***. Otherwise, whether it involves painting, maintenance or awnings, etc., Board permission is necessary prior to any action. Alterations and additions may only be done with the approval of the Board and in conformance with legal requirements. This includes the installation of anything on the exterior of the Unit. Please consult the Board of Directors if you feel that anything of this nature needs to be done. The Board of Directors is responsible for the actions of all of the owners as an Association, and tries to have the best, most efficient, prudent and economical operation of the common property as a prime consideration.

### STAND-BY PROPANE GENERATORS

Effective May 8, 2000, the Board of Directors approved the following procedure for unit owner requests to install propane-powered generators for emergency use.

- 1) Unit Owner(s) shall submit a request in writing to the Board of Directors for approval with all pertinent information for this installation, and then the Board will put in writing all the necessary conditions for their decision, and finally there are necessary inspections. ***[See the Policy and Process for Installation 5/8/2000 in this Handbook]***.

### HAND RAILS

Effective August 1, 2003, The Board of Directors adopted architectural specifications for front porch hand rails. ***[See the Architectural Specifications 8/01/03 in this Handbook]***.

- 1) Railings will be paid for, maintained, and repaired by the unit owner, in perpetuity.

### PATIO AWNINGS

Effective January 14, 2002, the Board of Directors approved the following procedure for unit owner requests to install a retractable awning over a patio.

- 1) Before deliberation on this request, the Board must have all the pertinent information and if the awning is removed for any reason, the owner agrees to repair the building area affected to its original condition. ***[See the Board Resolution 1/14/2002 in this Handbook]***.

## **SATELLITE DISH INSTALLATION**

Effective August 6, 2000, the Board of Directors approved the following procedure for unit owner requests to install a satellite dish:

- 1) Any satellite dish must have written Board approval prior to being installed and if the dish is removed for any reason, the owner is responsible to return the affected area of the building to its original condition.

*[See the Board Resolution 8/6/2000 in this Handbook]*

## SECTION H: CONDOMINIUM RULES

### OWNER NOTIFICATION OF NEW OR AMENDMED RULES

Effective November 16, 2000, the Board of Directors approved a policy for the notification of all unit owners of any new rule, or change to an existing rule, affecting all members of our Condominium Association. The policy states that no new rule will go into effect until:

- 1) thirty (30) days after adoption by the Board of Directors, and
- 2) each owner receives notification during that said 30 days.\*

During this 30-day period, owners are entitled and encouraged to comment on the rule to any one of the Board of Directors. *\*Please see the bulletin board on the mail kiosk for a copy of a rule change. Off campus owners will be notified by mail.*

[See Board Resolution 11/16/2000 in this Handbook].

### VIOLATIONS OF RULES

If you observe a rule violation and find yourself unable to resolve the problem by personal contact, please contact a member of the Board of Directors in writing. It is the Board's responsibility to see that the By-Laws and Rules are being followed, as stipulated in the Declaration of *Condominium and By-Laws* and the *Handbook for Residents*.

### ENFORCEMENT OF RULES & REGULATIONS

In replacing the former policy statement of 11/01, the Board of Directors adopted a new policy statement on February 25, 2009 and it became effective April 1, 2009.

The By-Laws provide that the Board of Directors may impose appropriate sanctions (i.e., fines) if a unit owner, tenant or occupant fails to abide by the rules of the Association as written in the *Declaration & By-Laws* and the *Handbook for Residents*. The Board also has the right to impose additional sanctions if the offending action is continued after repeated warnings, particularly when it involves the safety of the occupants.

[See Board Policy 4/1/2009 in this Handbook].

## POLICY CHANGES

*In chronological order*

## **PROCEDURE FOR THE INSTALLATION OF STAND-BY PROPANE GENERATORS**

### ***BY INDIVIDUAL UNIT OWNERS FOR EMERGENCY USE ONLY POLICY AND PROCESS FOR SEEKING APPROVAL OF SUCH INSTALLATIONS***

In accordance with the provisions of the By Laws of this association, as supported by RSA 356-B, the Board of Directors is authorized to make certain decisions in regards to the use of the Common Area. Accordingly, in Board meetings held from November 1999 to January 2000, the following was approved for unit owner requests for installation of propane powered generators for emergency use.

#### **Procedure for Request and Conditions for Approval**

1) Unit Owner(s) shall submit a request in writing with the following information to the BOD for approval to purchase and install a stand-by propane generator for emergency use:

- ✓ Requesting owner(s) proposal for generator installation with company name, address & telephone #, along with the proposed installation location, the type of generator and all specifications and the schedule of installation.

2) The Board of Directors will then advise the following conditions to include, but not be limited to:

- ✓ Requesting owner(s) must agree in writing, prior to installation, to assume all costs and responsibilities associated with the installation, operation, repair, maintenance and replacement, or removal of the generator and all repairs to the Limited Common or Common area(s) returning them to their original condition, per approval of the BOD.
- ✓ All liability must be assumed by the requesting owner(s).
- ✓ Requesting unit owner(s) must remit to the BOD a Certificate of Insurance for any workers they employ validating all required insurance coverage including, but not limited to, liability and worker's comp.
- ✓ Requesting owner(s) must obtain and abide by all permits and local codes and remit copies to the BOD.
- ✓ Upon completion of installation, requesting owner(s) must insure inspection of the completed installation by the appropriate Town departments such as Fire and show such evidence to the BOD.

*Procedure approved by Board of Directors January 10, 2000*

*Effective date is February 10, 2000*

*Amended form approved by BOD on May 8, 2000*



## **NO NEW DOGS ALLOWED AT LONG HILL ESTATES**

In accordance with the provisions of the By Laws of this association, the Board of Directors is authorized to make certain decisions in regards to the Operation of the Property. Specifically, under Article V, section 7(c), Restriction on Use of Units, it states... “The Board of Directors may make further provisions in the Rules for the control and regulations of household pets in the Condominium.”

{Following a long history of many unsuccessful attempts to control dogs in accordance with our By-Laws:}

IT WAS MOVED, SECONDED AND AFFIRMATIVELY VOTED TO PROHIBIT THE INTRODUCTION OF ANY NEW DOGS TO THE CONDOMINIUM AS OF THIS DATE, AND TO ALLOW DOGS ALREADY HERE TO STAY, AND CONTINUE TO REMIND OWNERS OF THE FOLLOWING:

- 1) Dogs not permitted outside the Units unless they are
  - i. accompanied by an adult person and carried or leashed.
- 2) Each owner shall remove all excrement created by his dog(s).
- 3) Dogs to be walked as far away from Units as possible.

*Resolution approved by the Board of Directors May 20, 2000.  
A notice of this vote was sent to each owner with the June 2000 invoice.  
Effective date for this ruling is June 20, 2000.*

## PROCEDURE FOR THE INSTALLATION OF A SATELLITE DISH BY A UNIT OWNER

In accordance with the provisions of the By Laws of this association, as supported by RSA 356-B, the Board of Directors is authorized to make certain decisions in regards to the use of the Common Area. Accordingly, the following was approved for use in unit owner requests for installation of a satellite dish.

- ✓ Any satellite dish must have Board approval prior to being installed at Long Hill Estates.
- ✓ Any satellite dish must be installed by a professional and be properly grounded to comply with the manufacturer's specifications.
- ✓ The Board will limit the size of the satellite dish to a maximum of eighteen (18) inches, the color to gray, and asks that the dish be installed as low on the building as possible for good reception.
- ✓ The unit owner assumes all costs of installation as well as any mounting material needed during the installation. The unit owner also assumes all costs of removing the dish by restoring the area to the original condition existing prior to installation. Should the installation area be damaged beyond minor repairs, it may require replacement, at the owner's expense. The Board may require a deposit to cover any costs of removal.
- ✓ The recommendation of the professional will help determine the Board's decision as to the placement of the satellite dish. The Board's decision is final.

*Procedure Approved by Board of Directors July 6, 2000  
Effective date is August 6, 2000.*

## PROCEDURE FOR UNIT OWNER NOTIFICATION OF ANY NEW BOARD RULES

The Board of Directors, at a regular meeting, approved a formal policy for notifying all unit owners of any new rule, or change to an existing rule, affecting all members of our condominium association.

The policy is that no new rule will go into effect until:

- 1) thirty (30) days following adoption by the Board of Directors and
- 2) Notification to each owner during that said thirty days.
  - a. (Posted on Bulletin Board or mailed to non-resident owners)

During this thirty-day period, you are entitled to leave comments on the rule with any one of the Board of Directors.

Following this thirty-day period, a copy of the new policy will be handed out to owners and mailed to non-resident owners.

It is then the responsibility of the owner to insert this new or amended policy into their *Handbook for Residents* in the appropriate section.

*Procedure approved by the Board of Directors October 16, 2000*

*Effective date: November 16, 2000*

## AWNING INSTALLATION OVER A PATIO

*(Excerpts from a board letter to a unit owner will serve as a basis for the accepted procedure for this installation.)*

The Board requires a written request for a retractable awning over your patio and must approve the request prior to the installation.

Before deliberation of this request, the Board must have the following:

- 1) The company's written detailed plan for the installation.
- 2) Evidence that the company you chose for this installation visited the site.
- 3) Evidence that it will be anchored directly to the building studs.
- 4) Evidence that the frame and fabric will handle up to a 60 MPH wind.
- 5) Samples of the fabrics and your color choice.
- 6) Evidence that the mount is a compatible color and has a weather hood.
- 7) Your agreement that you are responsible for loss or damage to the awning and for loss or damage caused by the awning to persons or property including common or limited common areas.
- 8) Evidence that you have at least \$100,000 liability insurance to cover any damages that the awning may cause.

If at any time this awning needs to be removed from the building for any reason\*, the board requires that the area of the building affected by its installation be returned to the original condition at your expense.

\*If you sell your unit and the new owner does not purchase the awning, it must be removed following the same guidelines as above.

(We thank this owner for paving the way and setting very high standards for the project. The Board will share a copy of the original plan, if requested.)

*Effective date: January 14, 2002\*\**

\*\*Normally the effective date would be a month hence, but in this case the board gave our approval to an owner on this date at a duly called meeting.

## ARCHITECTURAL SPECIFICATIONS FOR FRONT PORCH HAND RAILS

All rails and posts must be made of wood.

All rails must be on building wall side of entry.

All railings must be approved by the Maintenance Manager and properly installed.

The following types are acceptable:

- 1) Mounted on side wall under porch roof, either angled or straight, not projecting beyond outside wall.
- 2) As above, but with first step extended to wall to permit easier access.
- 3) Post mounted through first step with handrail mounted away from wall, handrail not to extend beyond building wall.

Railings will be paid for, maintained, and repaired by the unit owner, in perpetuity.

*Adopted by the Board of Directors 06/24/03*

*Effective Date 08/01/03*

**AMENDMENT TO RECOMMENDATION RE: CLEANING OF FURNACES &  
CHIMNEYS,**

*PAGE 5, HANDBOOK FOR RESIDENTS*

That the section be replaced with the following:

**FURNACES AND FIREPLACES**

Notwithstanding that there is no requirement for inspection of furnaces and fireplaces; it is recommended that your furnace be inspected at least every other year, not only for reasons of safety, but to preserve its useful life as well. Many people have hot water heaters and gas fireplaces checked at the same time. Furnace filters should be changed every 6 months.

Wood burning fireplaces, if used, should be inspected yearly, and if not used, every other year. Even though chimneys may have a wire screening, it is not uncommon to find bee's nests inside.

*Adopted by the Board of Directors for inclusion in the Handbook for Residents,  
Long Hill Estates, September 29, 2003.*

**STREET PARKING**

*POLICY RESOLUTION # 02/03*

**WHEREAS:** Article III, 1, (e) assigns the responsibility for making and amending rules respecting the use of the property and

**WHEREAS:** Article V, 9, allows the Board of Directors to make rules concerning the operation and use of the Common Area and

**WHEREAS:** The Handbook for Residents, Long Hill Estates, page 7, addresses certain aspects of Vehicles and Parking and

**WHEREAS:** It is impractical to ban all street parking

**THEREFORE BE IT RESOLVED THAT:**

Overnight street parking is not allowed.

*Approved by the Board of Directors: September 29, 2003*

*Effective: December 15, 2003*

**CARE OF UNIT WHEN OWNER IS ABSENT**

*POLICY RESOLUTION #03/03*

**WHEREAS:** the Board of Directors has no right to impose certain portions of the regulations outlined in Rule 2, approved on November 20, 2000 and

**WHEREAS:** Article V, Section 7, (e) of the By-Laws prohibits any practice which interferes with the peaceful possession of the condominium by others and

**WHEREAS:** historically, insufficient heat being maintained inside units during cold weather has resulted in damage to Common Area and interfered with the peaceful possession of the surrounding condominium units

**THEREFORE BE IT RESOLVED THAT:** Rule 2, approved on November 20, 2000 be rescinded and in its place the following be adopted:

From October 1 – April 30, the temperature inside units be maintained at a minimum of 55 degrees and

**RECOGNIZING THAT:** entrance into a unit may be necessary in event of an emergency and Article V, Section 8 of the By-Laws grants the immediate right of access to the Board in such case,

**THE RECOMMENDATION IS MADE THAT:**

Owners leave a key with another party and notify the Board as to who can assist in granting access to the unit and how that person can be reached.

*Adopted by the Board of Directors: October 20, 2003  
Effective January 1, 2004*



## **PLANTINGS**

### *ADMINISTRATIVE RESOLUTION #01/03*

**IN ACCORDANCE WITH:** Article V, Section 7 (h) of the By-Laws, which requires that alterations to common area be authorized by the Board of Directors and

**BECAUSE:** Factors other than aesthetics must be considered in the placement of plantings, including, but not limited to, underground utility and mechanical lines, growth rate in relation to proximity of fixed structures, landscaping cost factors, etc. and

**BECAUSE:** It is recognized that appropriate plantings enhance the value of the property and that some unit owners enjoy beautifying the condominium and

**BECAUSE:** It is necessary to control planting in Common Area

### **THE FOLLOWING ADMINISTRATIVE PROCEDURE IS HEREBY ADOPTED:**

Any owner wishing to install or remove plantings, exclusive of flowers, must submit a written request and plan to the Board. Planting and/or removal of plantings must have prior written consent of the Board.

*Adopted by the Board of Directors: October 20, 2003*

*Effective: January 1, 2004*

**ALLOWABLE VEHICLES**

***POLICY RESOLUTION # 03/04***

**WHEREAS:** Articles V, 9 and III, 1 (e) of the By-Laws assign to the Board of Directors the responsibility for making rules respecting the use of the property and

**WHEREAS:** There is a fiduciary duty to maintain and improve the value of the property and

**WHEREAS:** The aesthetic appearance of the community directly affects the value of the property and

**WHEREAS:** The Declaration of Condominium 3 (i) specifically speaks to the residential use of the condominium and

**WHEREAS:** It is necessary to maintain the residential character of the community

**THEREFORE BE IT RESOLVED THAT:**

Vehicles that do not fit in the garage with the garage door closed may not be kept on the property. Lettered vehicles must be kept inside the garage.

*Adopted by the Board of Directors; September 25, 2004*

*Effective: October 25, 2004*

**AMENDMENT TO POLICY RESOLUTION #03/04**

TO: Unit Owners  
FROM: The Board  
RE: Amendment to Policy Resolution #03/04  
DATE: October 9, 2004

Dear Unit Owner:

Please attach this notice to the Policy Resolution entitled “ALLOWABLE VEHICLES”.

The Policy Resolution is amended as follows:

Change title to” ALLOWABLE VEHICLE SIZE”

Add the following:

This does not mean that vehicles of a size that fit in the garage with the door closed must be kept in the garage. It defines the size of the vehicles that may be kept on the property. A vehicle that fits in the garage with the door closed is okay to have at Long Hill, either in or out. Only lettered vehicles must be kept in the garage. Lettered vehicles used by service personnel engaged by unit owners may be kept outside while the work is being performed.”

**OUTDOOR SMOKING**

*POLICY RESOLUTION # 02/04*

**WHEREAS:** Article V, 7 (e) of the By-Laws disallows any use or practice on the property which is an annoyance or interferes with the peaceful possession of the Condominium by others and

**WHEREAS:** Articles V, 9 and III, 1 (e) assign to the Board of Directors (BOD) the responsibility for making rules respecting the use of the property and

**WHEREAS:** The Declaration of Condominium, 3 (viii) prohibits any use of the Condominium which is, or will be in the judgment of the BOD, an annoyance or nuisance to other unit owners and

**WHEREAS:** Second hand tobacco smoke is known to be hazardous to human health

**THEREFORE BE IT RESOLVED THAT:**

No smoking is allowed on Common Area.

*Adopted by the Board of Directors September 25, 2004  
Effective October 25, 2004*

**NO OPEN FLAME FIRES ALLOWED**

*POLICY RESOLUTION #01/08*

**WHEREAS:** Article III. (e) of the Declaration of Condominium assigns the responsibility for making and amending rules respecting the use of Property (including Common and Limited Common) and

**WHEREAS:** Article V.7. (k) of the Declaration of Condominium states “No activity shall be done ... which will increase the rate of insurance ... or result in the cancellation of insurance...” and

**WHEREAS:** Article V 7. (e) of the Declaration of Condominium states “No nuisances shall be allowed on the Property ... which is an annoyance or which interferes with the peaceful possession ... “

**THEREFORE BE IT RESOLVED THAT:**

No fires of any type with open flame will be allowed on the property. This includes, but is not limited to, fire pits or chimineas.

(In addition, any acceptable cooking device such as a gas grill must be constantly attended while in use and, by order of the state fire marshal for condominiums, not used under any overhang or within 10 feet of any structure.)

*Adopted by the Board of Directors: September 19, 2008  
Effective October 19, 2008*

## **POLICY STATEMENT RELATIVE TO ENFORCEMENT OF RULES & REGULATIONS**

Our By-Laws [Article XII (a)] allow the Board of Directors to impose appropriate sanctions (i.e. fines) if a unit owner, tenant or occupant fails to abide by the rules of the Association as written in the Declaration & By-Laws and the Handbook for Residents. The Board also has the right to impose additional sanctions if the offending action continues after repeated warnings.

When a tenant or occupant uses the unit, the owner is responsible for compliance after notice to the address of record.

In addition to, or in place of any fine, the Board may require reimbursement for any association expenses caused by the negligence or carelessness of any unit occupant or owner.

The fine policy is as follows:

Following a written Board request, it is expected that a two-week's time is sufficient for the owner to comply. If the owner requests more time, in writing, the Board will take this under advisement.

If a second request is necessary, a fine will then be imposed and will begin two weeks from the date of the second written request.

A fine of \$10.00 per day will be in effect until the Board sees compliance on the part of the owner and consequently receives the payment.

At the Board's discretion, if the same owner is in violation of more than one issue, the Board may apply a separate fine for each issue.

*Adopted by the Board of Directors 2/25/2009*

*Effective 4/1/2009*

*See Enforcement Policy 10/08/01*

*(This document replaces the 10/2001 policy statement relative to enforcement of rules and regulations in the last Handbook for Residents.)*

## **PARTIAL CHANGE TO VEHICLE & PARKING REGULATIONS**

**WHEREAS** Article III, 1 (e) of the By Laws assigns responsibility to the Board of Directors for making and amending rules respecting the use of the property and

**WHEREAS** Article V, 9 of the By Laws allows the Board of Directors to make rules concerning the operation and use of the Common Area;

**THUS:** A recent question to the Board of Directors (BOD) regarding bicycle riding on the common grassy areas led to an investigation of this issue.

The BOD contacted our irrigation company, Rainmaker, in regards to bike riding on our grassy areas as a possible cause of breaking the irrigation heads imbedded therein. Rainmaker said it wasn't a problem unless the irrigation heads were above ground and actively spraying at the time.

**THEREFORE:** The Board of Directors, by vote, decided to allow bicycle riding on the common grassy areas. This then led to a partial change to our Vehicle & Parking Regulations:

Bicycle riding on Long Hill Estates common grassy areas is allowed as long as the rider does not travel over an actively spraying irrigation head.

*Formerly revised October 2009*

*Adopted by vote of the Board of Directors: September 20, 2011*

## **PARTIAL CHANGE TO VEHICLE & PARKING REGULATIONS**

**WHEREAS** Article III, 1 (e) of the By Laws assigns responsibility to the Board of Directors for making and amending rules respecting the use of the property and

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*Formerly revised October 2009*

*Adopted by vote of the Board of Directors: September 20, 2011*

*Effective Date: October 20, 2011*



## UPDATED “VEHICLE & PARKING” REGULATIONS

Please park in garages, driveways or parking spaces. The space at the end of the upper street between units 32 and 36 is NOT a parking area; it is a turnaround for those units. If on-street parking is necessary in the daytime for more than a few hours, please contact a board member. Please be sure to park vehicles only on one side of the street, and not directly across from driveways. Everyone should be mindful at all times of the need to avoid blocking roadways for emergency vehicles.

Please do not park or drive any vehicle including motorcycles or bicycles on any grass area.

Please be careful that no vehicles are driven or parked on the edges of the grass area, because many of the irrigation system's sprinkler heads are installed in those areas. We incur considerable expense replacing irrigation heads that have been damaged by car tires.

Unregistered vehicles must be parked inside garages. Parking of RV's, boats, trailers, etc. on the property for more than a few hours requires permission by the Board of Directors.

The following vehicles are NOT permitted outside parking, but may be kept in your garage as long as it/they fit with the garage door closed:

commercial vehicles, mobile homes, mopeds, off-highway recreational vehicles, cars needing repairs, snow traveling vehicles, special mobile equipment, street rods, tractors, tractor trailers, trailers, truck tractors, all watercraft with or without trailers, all unregistered vehicles.

Overnight street parking is NOT allowed.

*Revised October 2009*

## RECOMMENDATIONS & GUIDELINES FOR UNIT OWNERS CONCERNING WINDOW & STORM DOOR REPLACEMENT

In an effort to assist unit owners with the selection of windows, storm doors and garage doors, which are the unit owner's responsibility, the following window or door styles/models are approved by the Board of Directors (BOD) and do not require additional BOD approval. If the unit owner chooses to purchase a brand or style/model not listed in this report, they are responsible to give the BOD a picture of the window/door selected along with manufacturer specifications. It is essential that replacement windows and doors are "substantially similar" in appearance to the original being replaced. *[See Association By-Laws, Article V, section 4(c).]*

**A word about some terminology used in these guidelines.** "New Construction" refers to a window that would be installed when a home is initially built, hence, "new construction". When the original window needs to be replaced, people often buy a "replacement window". This is installed inside the frame of the original window, and thus its appearance is that of a smaller window. The frame appears larger while the actual glass area is considerably smaller. **A "replacement window" does NOT conform to the terms of the By-Law section cited above.** That is why the BOD requires unit owners to use "new construction" windows when replacing existing windows.

**Kitchen area windows:** The double-hung Windgate® model New Construction vinyl window by Alliance® Window systems is an approved style and model. It is a vinyl extruded window (white vinyl inside and out). A window that is vinyl outside but wood inside other manufacturers, like Andersen, make such new construction windows but it will need BOD approval to ensure it meets the requirements of By-Law Article V, section 4(c).

**Twin Casement window & half-round window above it:** The Windgate® model New Construction vinyl for both these windows is an approved style/model. Both will have to be replaced at the same time. Again, these windows are vinyl inside and out. A window with wood interior other manufacturers, like Andersen, are possible alternatives but will need BOD approval prior to installation.

**NOTE:** Window models mentioned above are available through Belletetes Building Products in Jaffrey and Peterborough. Your contractor may have other outlets as well.

**Storm Doors:** The Andersen/EMCO Economy Series® is approved in the ½-lite cross buck design. Another approved style is the Andersen/EMCO Traditional Deluxe series, Store-in-door, ½-lite with cross buck panel design or embossed 2-panel design. Please specify black finish knob and lock hardware. For an Andersen/EMCO solid wood core, aluminum-clad or vinyl-clad replacement door you'll need BOD approval to ensure the door meets the By-Law requirement of being "substantially similar" in appearance. BOD approval is also required for a different manufacturer. These doors are available through Belletetes Building Products in Jaffrey and Peterborough and should also be available at Lowe's or Home Depot.

**Garage Doors:** When replacing garage doors it is recommended that a steel insulated door be installed. We have an unofficial arrangement with Keene Door, Inc. who has given us some very competitive pricing for a good grade of door. It is known as C.H.I., 9' x 7', Model 2216, short

*Long Estates at Peterborough, a Condominium*

raised panel steel door with U-bar. Currently (2009) the installed price for one unit owner would be in the \$600.00 range. If you can get together with one or more unit owners to have doors replaced at the same time, they have indicated they can give better pricing. Keene Door, Inc. is located at 528 Washington Street in Keene; phone 603-352-8553. Another door company that indicated an interest in supplying our Association with garage doors is Champion Overhead Doors, 86 Hillside Drive, East Dummerston, VT 05346; phone (in NH) 603-363-8800.

Distributed to owners: February 2010

**FEEDING OF WILDLIFE**

*PARTIAL CHANGE TO #01/04*

**WHEREAS:** Article III, 1 (e) of the By Laws assigns responsibility for making and amending rules respecting the use of the property and

**WHEREAS:** Article V, 9 allows the Board of Directors to make rules concerning the operation and use of the Common Area and

**WHEREAS:** Article V, 7 (e) disallows any use or practice on the property which is an annoyance or interferes with the peaceful possession or proper use of the Condominium by others and

**WHEREAS:** The Declaration of Condominium, 3 (viii) prohibits any use of any part of the Condominium which is or will become in the judgment of the Board of Directors an annoyance or nuisance to other unit owners and

**WHEREAS:** Government agencies have issued warnings relevant to the relationship between placing feeding substances outdoors and drawing of undesirable wildlife and

**WHEREAS:** Undesirable and dangerous wildlife are known to frequent the property

**THEREFORE, BE IT RESOLVED THAT:**

Only birdseed may be scattered outside individual condominium units and only when the ground is snow covered.

Self-contained bird feeders may be placed outside from November 1<sup>st</sup> to May 1<sup>st</sup>.

Violations will result in removal by the Association, the cost of which will be billed to and payable by the offending unit owner.

*Adopted by the Board of Directors: April 8, 2010.*

*Effective: May 8, 2010*

## REVOKED POLICIES

*In chronological order*

## **FURNACE AND FIREPLACE INSPECTION REQUIREMENT**

### *POLICY RESOLUTION # 01/03*

**WHEREAS:** Section 3, e,(i) of the Declaration of Condominium does *not* include furnaces and fireplaces in the definition of Common Area and

**WHEREAS:** Article V, Section 9 of the By-Laws allows the Board of Directors to enact rules concerning the operation and use of the Common Area and

**WHEREAS:** Article V, Section 4 (b) of the By-Laws assigns to the Unit Owner the responsibility for maintenance and repair of portions of a unit not required to be maintained, repaired, or replaced by the Board of Directors and further assigns responsibility to the Unit Owner for any damage to any and all other units or to Common Area resulting from a failure to make any and all repairs required to be made by him under this section and

**WHEREAS:** On November 20, 2000 the Board of Directors adopted a Resolution relating to inspection and reporting of the working condition of furnaces and fireplaces and

**WHEREAS:** A motion eliminating the requirement for fireplace and furnace inspection was adopted by the Board of Directors on January 6, 2003.

**THEREFORE BE IT RESOLVED THAT:** The Resolution re: furnace and fireplace inspection dated November 20, 2000 be revoked.

*Resolution approved by the Board of Directors September 29, 2003*

*Effective date is November 30, 2003*

See November 20, 2000 Resolution

## FOR SAFETY OF PEOPLE AND PROPERTY

In accordance with the provisions of the By-Laws of this association, as supported by RSA 356-B, the Board of Directors is authorized to make certain decisions in regards to the safety of all our people and property. Accordingly, the Board approved the following:

*{Previously, the BOD provided the following written statements in a January 2000 handout with our updated "Rules-to-Live-By" book. "Beginning this year, we plan on strictly adhering to the following two rules: 1) The yearly cleaning of furnaces and 2) a clear policy for the care of your unit in your absence." It became obvious as we attempted to do this, that we needed to enlarge the yearly cleaning to fireplaces and chimneys, and that we needed to put both of these rules in official language.}*

**RULE 1:** Each unit owner is required each year to have their furnace, gas fireplace, and wood burning fireplace & chimney inspected (and cleaned if deemed necessary by the professional doing the work) prior to the heating season. A copy of that professional's statement (or receipt) pertaining to their good working order should then be given to the BOD prior to November 1.

**RULE 2:** Each unit owner is required to notify the BOD if their unit will be unoccupied for any length of time. This means giving a director the name and phone number of the local person who has the key and is checking your unit and the address and phone number of where you may be reached (if at all possible). In the cold months, it also means having a qualified plumber winterize your water system by blowing out all liquids (simple draining is not necessarily adequate for our systems) and/or leaving the furnace set at a minimum of 65 degrees (less has proven to be ineffective).

*Rules approved by the Board of Directors November 20, 2000  
Effective date is December 30, 2000*

### **REVOKED**

**Rule 1 – 11/30/2003**

**Rule 2 – 1/1/2004**

*See amendments 9/29/2003*

## **POLICY STATEMENT RELATIVE TO ENFORCEMENT OF RULES AND REGULATIONS**

Our By-Laws provide that the Board may impose appropriate sanctions (i.e. fines) if a unit owner, tenant or occupant fails to abide by the rules of the Association. We also have the right to impose additional sanctions if the offending action is continued after repeated warnings, particularly when it involves the safety of the occupants.

It is our policy to use these powers sparingly and judiciously. As the Mikado said, “let the punishment fit the crime”. Thus, if a lease of a unit is terminated by the tenant before the lease expires for reasons beyond the control of the owner, the association is not affected and no penalty would be imposed.

However, if a unit owner does not have the gas furnace and fireplace chimney inspected each fall, there is a threat of fire, which endangers not only the unit owner, but other people and property. In such a case, after appropriate notice of violation, the Board may invoke whatever sanctions are needed to achieve compliance.

While each case of a violation is different, we have decided that when fines are appropriate, they will be standard so that there is no inference of favoritism. Thus, all fines will start at \$25 per day until compliance is achieved.

When a tenant or occupant is using the unit, the owner is responsible for compliance after appropriate notice to the address of record.

In all cases, reasonable attempts by the unit occupant or owner to comply will be welcomed and given consideration by the Board. It is only when the unit occupant or owner ignores the problem that this policy will be used.

**In addition to, or in place of any fine, the Board may require reimbursement for any expenses caused by the negligence or carelessness of any unit occupant or owner.**

*Adopted by the Board of Directors 10/8/01*  
*Effective date: 11/8/01*

**REVOKED: 2/25/09**

**See Policy Amendment February 25, 2009**



**FEEDING OF WILDLIFE**

*POLICY RESOLUTION #01/04*

**WHEREAS:** Article III, 1 (e) of the By-Laws assigns responsibility for making and amending rules respecting the use of the property and

**WHEREAS:** Article V, 9 allows the Board of Directors to make rules concerning the operation and use of the Common Area and

**WHEREAS:** Article V, 7 (e) disallows any use or practice on the property which is an annoyance or interferes with the peaceful possession or proper use of the Condominium by others and

**WHEREAS:** The Declaration of Condominium, 3 (viii) prohibits any use of any part of the Condominium which is, or will become in the judgment of the Board of Directors, an annoyance or nuisance to other unit owners and

**WHEREAS:** Government agencies have issued warnings relevant to the relationship between placing feeding substances outdoors and drawing of undesirable wildlife and

**WHEREAS:** Undesirable and dangerous wildlife are known to frequent the property

**THEREFORE BE IT RESOLVED THAT:**

No substances which draw any type of wildlife may be scattered, distributed, placed, stored, or otherwise used in or on any outside areas of the Condominium at any time, with the following exception:

Self-contained bird feeders may be placed outside from November 1<sup>st</sup> to May 1<sup>st</sup>.

Violations will result in removal by the Association, the cost of which will be billed to and payable by the offending unit owner.

*Adopted by the Board of Directors: 9/25/2004*

*Effective: 10/25/2004*

**REVOKED: 5/8/2010**