

LITTLEFIELD CONDOMINIUMS

On behalf of the Littlefield Condominium Association, we would like to take this opportunity to welcome you as a new member of the community. We are glad you have chosen Littlefield as your home. This booklet has been compiled to provide a list of basic rules and information about everyday items that you should know and observe.

Littlefield Condominiums is a small community where families live in close proximity to one another. It is therefore very important that we cooperate with each other to create a living environment that is comfortable for everyone.

It is good to have you as a member of our Association. You will find that there are both advantages and obligations to condominium living. We hope this handbook assists you to settle in and enhance your enjoyment of Littlefield.

The rules and regulations listed in this booklet are not a complete list of rules set forth in the Littlefield Condominium Association. For further explanations of the entire operation of Littlefield, read your copy of the condominium documents. Absentee owners are responsible for providing a copy of these rules to every new tenant.

We encourage you to be involved in the community. Take time to know your neighbors. Contact your Managing Agent in writing with your concerns and questions. But most of all take pride in your home and be considerate of your neighbors.

The Board of Directors

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WHAT IS A CONDOMINIUM ASSOCIATION?

Welcome to Littlefield Condominiums, a residential condominium community located off Riverview Way in Pembroke, New Hampshire.

As an owner, you have purchased the exclusive ownership of your unit, plus an undivided interest in the Common Areas and Limited Common Areas of Littlefield. Also, as a unit owner, you are a member of Littlefield Condominium Association and are entitled to one vote (per unit owned) in condominium issues brought to a membership vote.

Littlefield Condominium Association is the basis for the governing of our community and for ensuring its care and maintenance. The Association is made up of all unit owners. Responsibility for the actual running of the community rests with a Board of Directors elected from the membership of the Association.

BOARD OF DIRECTORS

The Board consists of five members: President, Secretary, Treasurer and Directors. The Board has regularly scheduled meetings to review our financial status, to discuss our community needs and to oversee all of our contracted services. The Board is a volunteer group and is not paid by the Association. The Board is elected at our annual meeting, which is held each year. We encourage you to participate in community committees and events and to vote in all elections. Every individual vote represents the voice of the community especially for those of you who live here. Every unit owner is eligible to become a board member. If you wish to attend a Board Meeting, please contact management for the meeting location.

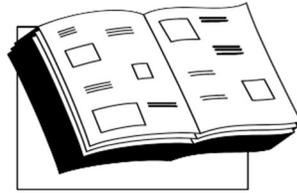
The Board of Directors is empowered to hire a Managing Agent, a professional in the field of condominiums to oversee, at the Board's discretion, our property and finances. They pay our bills, contracts and collect our Association fees. They also maintain our Reserve Accounts, which the Board may only expend for the long-term maintenance of our buildings and grounds. Funding for our Reserve Account is included in the Association fee.

MANAGEMENT COMPANY

To assist in the day to day running of our community, the Board has hired a managing agent. On our behalf, and with the Board's direction, they run the day to day activity of Littlefield. Because this is a condominium community, the Association and therefore our Management Company, is not responsible for any repair or maintenance of the interior of our units. The building interior is considered personal property and therefore, the unit owner's responsibility.

CONDOMINIUM DOCUMENTS

When you purchased your condominium, you should have received as a part of the sale, a copy of the Littlefield Condominium documents. These define the legal incorporation of our community, its government and rules. If you rent at Littlefield you should also receive a copy of these documents from your Landlord, especially the Rules and Regulations. These will explain to you how the community is run, and will explain all rules and requirements. Whether you own or rent, you are bound to obey the rules of our community, which are in these documents. (If you did not receive these documents, a set may be obtained from the Management Company or through the Registry of Deeds at a separate cost.)



CONDOMINIUM FEES

Each month, every owner is responsible to pay his/her condominium fee. Coupon payment booklets are provided to each owner to use when paying this fee. This fee is due and should be paid by the first of the month. The condo fee is the money used to run and maintain the community. The amount of the fee is based on our annual budget, which is set by the Board. The budget is presented for discussion with the members of the community at the Annual Meeting. The budget is not voted on or approved by individual members of the Association, but by the Board, representing the Association. The budget includes all expenses such as water, sewer, insurance, snow removal, landscaping, common area painting, repairs, etc. The condo fee "funds" these operating budget expenses and also "funds" the reserves - the money we set aside to be ready when larger repairs or replacements will be necessary (such as roofs, roads, etc.).

Please make a note that condo fees are considered late if received after the 15th of the month. After 15 days a \$25.00 late fee is charged. If condo fees become 60 days late, your account may be turned over to an attorney for collection and a lien may be placed on your unit.

SERVICE REQUESTS AND EMERGENCIES

Your Board of Directors, through its Managing Agent, is responsible for maintaining the Common Areas. Emergencies should be called in to the Management Company immediately, while routine items should always be submitted in writing.

As a Tenant, all service requests regarding the common areas of the property should be presented to the landlord (unit owner). It is then the responsibility of the unit owner to schedule the work and/or the contractor to work through the Management Company.



An emergency is a condition that poses a threat to an individual or to the property. Water intrusion into the units, i.e., roof leaks, burst water pipes, etc. must always be treated as emergencies, since they must be handled promptly in order to minimize damages. Any condition that might result in injury to our residents is an emergency and must be reported immediately.

Please restrict after-hour telephone calls to emergencies only, however, if you are uncertain if an emergency exists, do not hesitate to call 603- 880-6464

In the event of fire, illness/injury, or other emergency, please call the Fire Department (after exiting the building), Ambulance or Police Department.



Pembroke Fire Department
911 or (603) 485-3621

Pembroke Police Department
911 or (603) 485-9173

INSURANCE

Littlefield Condominiums has a Master Insurance Policy that insures the building structures and a liability policy that insures the Association for injuries that occur in Common Areas. This is an "all inclusive" policy which includes those items that existed in the unit at the time of construction, i.e. the carpeting, drywall, appliances, etc. The Master Insurance Policy carries a \$5000 deductible and the Association is therefore, uninsured for the first \$5000 of a loss that might occur within the boundaries of a unit. **It is strongly recommended that every unit owner have an individual homeowner's insurance policy with HO6 to insure personal property (which is not covered under the Master Policy) and to cover the first \$5000 of a loss.**

Community Information Notice

A CIN is published monthly and is delivered to each owner or resident in the community by email or US mail. This publication contains valuable information pertaining to the operation of the Association, and it is the mechanism by which residents are informed of changes in rules; actions taken by the Board of Directors; and general information pertaining to the operation of the Association. Please retain your copies of the CIN with your Condominium Documents, so they may be passed on to subsequent owners.

LEASING OF UNITS

If you decide to rent out your unit, please be aware that the condominium documents require the Managing Agent be furnished with a copy of the Lease Agreement. As a landlord, it is your responsibility to furnish your tenants with a copy of the rules and regulations in place at Littlefield Condominiums; and, as an owner; you are responsible for the actions of your tenants. **It is strongly recommended that you require your tenants to have a renter's insurance policy.**

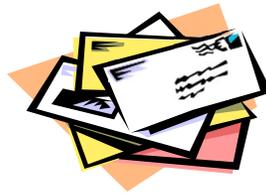
REPAIRS - UNIT AND COMMON AREA

Often residents are confused about what they own in a condominium. Here's a brief explanation. If you think of the interior of your unit as a box, you own the inside of the box and the contents of the box. The boundaries are more specifically detailed in the Littlefield Condominiums Condominium Declaration, Section 3. (d) and (e). All the areas within your unit including electrical and plumbing facilities, appliances, walls, etc., that solely serve your unit is your property. You are responsible for maintaining and replacing it. Each unit also has a utility closet attached to each.



You own certain areas of the condominium complex in conjunction with the other 87-unit owners. These are defined as Common Areas and Limited Common Areas. Common areas are such places and things as walkways, shrubs, grass areas, parking lots, common utility pipes, common and load bearing walls, and roofs. Areas which are outside of your unit, but which are restricted in use to only your unit are called limited common areas. These include such things as decks, garages and utility closets. Because our community is multi-unit construction and is jointly owned, Right of Access by the Association or its representative for inspection and repair to Common and Limited Common property is allowed and required.

For any repairs that are needed to be done to your unit, for which the Association is responsible, inside or out, please put the request in writing and mail to the Management Company. In the event of an emergency, call the Management Company immediately; include your name, unit number, phone number and problem.



The Association reserves the right to require owners to make repairs to their unit as necessary. These repairs may be broken windows, damaged entrance doors (garage, front doors, glass sliders, utility doors), or the repair of any Common Areas or Limited Common Areas that are damaged by misuse or neglect.

WHO IS RESPONSIBLE FOR WHAT?

Unit Owner:

- ~ Front door and door frame
- ~ Sliding glass door and frame
- ~ All window glass & screens
- ~ Garage door and frame
- ~ All finished flooring
- ~ Interior walls, interior paint, wallboard, etc.
- ~ Sinks, toilets, tubs, showers
- ~ Dishwashers, ranges, refrigerators
- ~ Hot water heaters and electrical panels
- ~ Heating and cooling systems, all piping, appliances associated with systems
- ~ Plumbing pipes, drainage serving unit
- ~ Wiring and electrical outlets, switches and outside light fixtures servicing each unit

Condo Association:

- ~ Exterior ***painting of (not replacement of)*** front door & frame, window trim, garage door & frame
- ~ Siding and trim
- ~ Main water inside units that supply water to each unit in the building
- ~ Outside sillcocks and related piping

SUMMARY OF BASIC REGULATIONS

When you live in close proximity to other people and you share the grounds and value of your property, it is necessary to have some guidelines for how one may behave and how we should treat our property. The rules at Littlefield are based on common sense, courtesy and regard for others. The objective of these rules is harmonious life in shared circumstances. Think of these rules as protecting you, your property and your lifestyle so that you will enjoy life here. We all want to live in a community that looks great and has a friendly nature.

AUTO REPAIRS

Changing oil, changing tires and other major car repairs (such as brakes, transmission, muffler, bodywork, etc.) is not permitted on the roadways or parking areas.

DECKS

Storage is NOT permitted ON OR UNDER your deck. Your deck should be kept neat and tidy always. You are required to shovel snow from your deck.



GARDEN HOSES/OUTSIDE FAUCETS

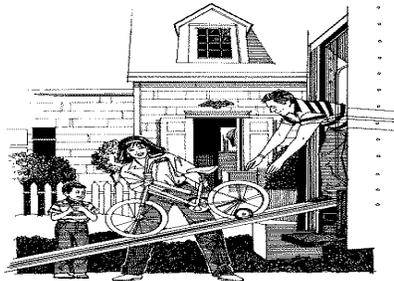
The outside faucets should be shut off from inside the unit during the winter months. Outside faucets are considered Limited Common Areas. All hoses must be removed during the winter months. The outside faucets cannot be used for children's play.

OUTSIDE ACTIVITIES

Parents are asked to educate their children in basic safety and to advise them that the roads and parking areas are unsafe areas for play activities. All parents are asked to supervise their children's play activities.

POOLS

If using a "kiddy" pool on the property, you are responsible for emptying the pool and placing it in your garage or inside your unit when you have finished using it on a daily basis. Never leave a pool unattended no matter how little water is in it. Do not store your pool on or under your deck.



TOWING

A towing company is under contract to tow daily between the hours of Midnight and 6:00AM and for all emergencies, violations of snow removal, policies, etc. Your car will be towed if it is illegally parked, blocking a throughway or parked anywhere other than on pavement.

All vehicles parked in the community must be currently registered and inspected, If not, the owner will be fined and or towed.

All towing is at the owner's expense.



MAINTENANCE TIPS AND REQUIREMENTS

Maintaining our properties is essential to enhancing the enjoyment, appeal and value of the whole community.

BARBECUE GRILLS

At no time can a gas or charcoal grill be utilized on any wooden deck. This is both a Town of Pembroke and NH State fire code. Grills are specifically prohibited from any second-floor decks. All grills must be pulled at least 10 feet away from the building while in use and returned to the lower deck, upon the grill being completely cooled.

The storage of LP cylinders on porches or inside buildings is also a violation. It is permissible to store up to a 10-gallon maximum of fuel in your garage, as it is not a dwelling unit.

Barbecue cylinders contain liquid propane, which when released as a gas, is heavier than air and will hug the ground and flow into low spots. Propane gas may be readily ignited or explode violently if it comes in contact with an ignition source. Burning propane can generate temperatures in excess of 3500 degrees.

Portable propane tanks are NEVER empty. There will always be some product remaining in the tank, which could release gas. Tanks and grill equipment should be maintained in good condition, free of rusts and dents.



DRYER VENTS

Residents are asked to clean and maintain their dryer vents regularly to insure the proper operation of this appliance and to avoid potential for a fire.

Clothes dryers account for the largest percentage of appliance fires: lack of maintenance is the leading cause of dryer fires; and dust, fiber and lint are the leading material to ignite.

When the airflow velocity in the vent system falls below 100 feet per minute, the lint in the airstream begins to fall out of the air, resulting in pockets of lint building up in various parts of the duct system and in the dryer heater box. When lint builds up in the heater box at some point, the lint gets close enough to the heater element or flame and a lint fire can occur. Lint traps should be cleaned often, preferably after each load. Do not use soft, flexible duct made of plastic films and foils over wire coils; do not kink or crush the vent pipe or fittings to make up for lack of room behind the dryer. All vents should be vented only to the outside.

MAINTAIN HEAT

If your unit is vacant or if you plan to be away during the cold weather, even for a short period of time, please be certain to set the thermostat at a minimum of sixty (60) degrees to avoid freeze-ups to the pipes.



RULES AND REGULATIONS FOR USE OF UNITS



These Condominium Rules are adopted for the benefit of owners of condominiums at Littlefield Condominiums. They are intended to contribute to preserving the clean and attractive environment and to assuring the peaceful enjoyment of the condominium. They are also intended to protect and enhance the value of the owner's property. They are not designed to unduly restrict or burden the use of the property.

All residents of Littlefield Condominiums and their guests are expected to abide by these Rules which are meant to supplement the provisions of the Declaration and By-Laws.

The rules may be revised in any way, at any time, by the Board as conditions warrant, provided that written communication is sent to each owner advising him/her of the change.

In the use of the units and the Common Area of the Condominium, owners will obey and abide by all valid laws, ordinances and zoning and other governmental regulations affecting the same and applicable Rules adopted by the Board.

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1. Advertisements, signs or posters of any kind will not be posted in or on, the property except as authorized by the Board. When a Unit Owner or agent plans an open house to show the unit, balloons may be tied to the entry during the time of the open house. Necessary plans for parking will also be required.
 2. No Unit or Common Area of the Condominium may be used for any unlawful, immoral or improper purposes. No owner, tenant or guest will direct or engage any employee or sub-contractor of the Condominium on any private business nor will he direct, supervise or in any manner attempt to assert control over any such employee or subcontractor. No activity will be done in any Unit or the Common Area, which will increase the rate of insurance of any Unit or the Common Area or result in cancellation of insurance, unless such activity is first approved, in writing, by the Board of Directors. No waste will be permitted in the Common Area.

3. Exterior of Buildings

Changes affecting the appearance or extruding from the exterior of buildings, such as decorations, awnings, television and radio antennas, signs, screens, porch and terrace sun shades and covers, air conditioning equipment, fans or similar changes are to be made only with written consent of the Board of Directors.

Clothing laundry, rugs or other objects will not be hung or thrown from any window or any exterior portion of a Unit or otherwise left to be placed in such a way as to be exposed to public view, without the prior written consent of the Board of Directors.

No owner, tenant or guest will allow the installation of wiring for electrical or telephone use, television antenna, air conditioning unit or other machine or equipment which protrudes through the walls or roof of any building or is otherwise visible on the exterior of a building except as is presently installed or as authorized by the Board.

Nothing will be done in any Unit or Common Area which may impair the structural integrity of the Property, or which would structurally change the building or improvements thereon. Nothing will be altered or constructed in or removed from the Common Area without prior written Board approval.

4. Owners, Guests and Lessees will be expected to reduce noise levels after 10:00PM so that neighbors are not disturbed. At no time are musical instruments, radios, TV's or the like to be so loud as to become a nuisance.

Nuisances will not be allowed on the property nor should any use or practice be allowed which is a source of annoyance to its residents or interferes with the peaceful possession or proper use of the Condominium by others.

5. Littering. Papers, cans, bottles, cigarette butts, food and other trash are to be disposed of only in proper trash containers and under no circumstance are any items to be dropped or left on the grounds or other Common Areas.
6. Trash Refuse and Garbage. No one will store trash, garbage or other refuse in the Common Area. Rubbish will be put out for pick up in garbage bags only, at the designated area for your unit on the day of pickup, any violators will be fined. It will never be put out the night before to prevent scavenging by animals. Cleanup of any spilled rubbish will be the immediate responsibility of the resident and again a fine will be added to you account.

7. Maintenance of Common Area.

Improvements, maintenance and landscaping of the Common Areas will be performed only at the direction of the Board, except where written permission of the Board has been obtained.

8. Improper Use of Common Area.

There will be no use of the Common Area, which injures or scars the Common Area or the planting thereon, increase the maintenance thereof or causes unreasonable embarrassment, disturbance, or annoyance to other Owners in their enjoyment of the Condominium. No personal property may be left in the Common Area overnight or while not in use, unless with prior written Board approval.

9. Children and Guests.

Owners and Lessees will be held responsible for the actions of their children and guests. If occupancy by guests causes a nuisance to other Owners, the Board will have the right to require that the offensive guest leave. Parents will supervise their children to the extent that they play outdoors and do not annoy other neighbors and other parts of the Condominium. Toys will not be left in roadways, parking spaces or lawns at any time.

10. Passkey.

The Board may retain a passkey to each Unit. No owner may alter any lock or install a new lock on any door leading into the Unit of such Owner unless Owner provides the Board with a key for its use. It is not intended that an Owners privacy be intruded upon, and such keys will not be used except in personal or Property Emergency to gain access for the purpose of maintenance or repair of same or of any other Common Area.

11. Right of Access.

An Owner will grant a right of access to his Unit to the Board of Directors or the manager, or to any other person authorized by the Board for:

The purpose of making inspections or for the purpose of correcting any condition originating in his Unit and threatening another Unit or Common Area.

The purpose of performing installations, alterations, or repairs that are mechanical or electrical services of the Common Area in his Unit or elsewhere in the building, provided that the request for entry is made in advance and that any such entry is at a time reasonably convenient to the Owner.

In case of an emergency such right of entry will be immediate whether the Owner is present at that time or not.

VEHICLES AND PARKING

The intent of this rule is to ensure equitable parking arrangements for residents and to maintain a safe and attractive community.

I. **PARKING**

RESIDENTS

Two vehicles are allowed for each unit, one to be parked in the garage and the other to be parked in the designated parking area for your unit. A “vehicle” will be a conventional passenger car, van, or truck, which fits in the garage with the garage door closed.

Motorcycles are also permitted and must be parked in the garage. If parked temporarily on paved areas, a protective guard is to be placed under the kickstand to prevent damage to the pavement.

VISITORS

Visitors parking will be:

1. on spaces designated in the parking area, or,
2. on the pavement along the garage side of the courts, or
3. on the Riverview Way, as permitted by town ordinances.

Parking should not impede mail delivery, snow removal, access to garages, traffic flow, and should not endanger others. No parking is permitted on grassed areas.

Visitors will be allowed to park a vehicle for a maximum of 72 hours. Written requests in advance will be given to the Board when guests need to park for longer periods of time.

Owners are responsible for their guest's compliance with these rules.

II. REQUIREMENTS

The speed limit on all courts is 10 MPH. Riverview Way is a town street and is subject to police enforcement. The speed limit of 25MPH for Riverview Way extends to and includes the circle. Violations of driving laws will be reported to the police.

Each motorized vehicle must display a current state registration and inspection sticker and must be maintained in proper operating condition so as not to be a hazard or a nuisance by noise, exhaust emissions or appearance.

Each vehicle will be registered with the Management Company as required by the Board.

Vehicles must be moved from courts and parking spaces, when necessary, to allow for complete snow removal or maintenance of pavement. Owners will be responsible for the cost of repair to pavement when the damage is caused by their vehicle or their negligence.

III. RESTRICTIONS

Recreational vehicles, including boats and trailers, may not be stored on the Common Area or Limited Common Area for more than 24 hours, except with prior written permission of the Board.

Canoes, bikes, and other conveyances may not be left overnight on Limited Common Areas or Common Areas, as defined in the Declaration. This includes decks and entries.

Off-highway recreational vehicles, as defined in State Statute RSA 215-A, will not be permitted on Littlefield property except

while stored in the garage or while being transported by a vehicle for use elsewhere.

All vehicles, bikes, skateboards and similar conveyances must be operated in a safe and courteous manner. When a person fails to follow established rules and laws, the right to operate these Conveyances might be revoked by the Board.

Vehicles will not be stored on the premises. Any vehicle not moved for a period of two weeks will be considered a stored vehicle and is prohibited.



PETS

Possession of pets will be deemed a privilege, not a right. Pets are only allowed with prior written consent of the Board and are required to be registered with the Association. All pets will be kept, maintained and licensed in accordance with the regulations of the Town of Pembroke.

- No animal, other than two (2) common household pets, per unit, will be kept or maintained in the Condominium.
- Pets including cats will not be permitted outside of a unit unless they are on a leash and accompanied by a responsible resident.
- The pet owner is responsible and assessable for any damage their pet may cause to Common or Limited Common Areas.
- Pet Owners are responsible for immediately removing any animal waste left on the Common Area by their animals.
- A household pet will be allowed, pursuant to the Declaration, only so long as they do not become a nuisance to the residents. Dogs, wherein outdoors must be leashed on rope, chain, etc., not more than six (6) feet and in the hand of a responsible individual, capable of maintaining control. If pets create noise or other disturbances, or unpleasantness or in the discretion of the Board, threaten life safety or welfare of any resident, the Board will be forced to rule that the pet(s) must be removed. Pets will not be allowed to relieve themselves on walks, paved streets or where other residents might normally walk. Each resident will hold the Board harmless against loss or liability for any action of their pets within the Condominium.
- Pets will not be left unattended in the Common Areas and will not be chained to posts, garages, trees, decks or the like.
- Pets will not be kept, bred or maintained for commercial purposes on the property.

HOLIDAY DECORATIONS

Exterior holiday decorations have been allowed around front entrances to units since the community was established. The Board, in an effort to reflect the opinions of current residents has expanded its policy.

1. During the month of December, decorations and exterior lighting may be placed around your unit, on the Common Area and Limited Common Area. Decorations for other holidays are restricted to your front entrance.

Please adhere to these requirements:

Decorations should not impose a nuisance to your neighbors. Exterior Lighting:

- a. An approved GFCI exterior outlet must be installed for use on the front of your unit. There is an existing outlet on your first-floor decks.
- b. Electrical cords should be kept clear of walkways, to avoid injury to others and to allow for ease of shoveling.
- c. Do not use lights that blink or are sequenced in any way.
- d. Please turn off your lights by 10PM so that your neighbors will not be inconvenienced.
- e. The Board shall have the right to require the removal of any holiday decoration that poses a safety hazard to any individual or is a nuisance to the Association or any member of the Association.

PLANTING

Flowers and shrubs may be planted in areas that are presently landscaped.

Plantings in landscaped areas may be changed; provided you make an effort to re-plant existing shrubs in another landscaped area.

Written requests for planting new shrubs and trees in areas not presently landscaped should be addressed to the Board.

You may have a garden for flowers off your deck, extending as far as the dividers that separate each unit.

Vegetables should be grown in a container on your deck.

It is your responsibility to properly maintain areas that you plant. Upon transfer of ownership of your unit, the new owner, or the Board, may require that you return the Common Area to its original state.

FIRE SAFETY

All units must keep all fire safety apparatus in good working condition always. Any fire safety requirements per the State of New Hampshire and the Town of Pembroke must be met at all times. Open fires of any type are not permitted on the property.



Chimneys and Cleaning. Unit owners having a fireplace or stove are required to have the chimney flue inspected annually, by a chimney sweep certified by the National Chimney Sweep Guild, or the Wood Heat Alliance. The Owner is responsible for engaging the contractor and for scheduling the work. All costs for the cleaning and other work will be done as recommended by the contractor and all costs will be incurred by the Owner. A copy of the signed inspection on the contractor letterhead is to be sent to the Association's office before October 1st. This should indicate the work recommended and completed by the contractor. An owner who fails to comply with this policy will be in default, and subject to action by the Board as provided in Article XII of the by-laws.

Firewood. Firewood may be stored in the garage or on concrete patios, neatly stacked and not in contact with the building. Firewood will not be stacked on decks, stored in basements or outside closets.

More regulations...

Outside Equipment. Sporting goods, cooking equipment, baby carriages, lawn furniture and other personal articles and equipment will not be left outside in the Common Area.

Outside Activities. There will be no organized sports or activities except in areas approved by the Board. Yard sales, flea markets, or similar activities will not be conducted in a Unit or on the Common or Limited Common Areas without the prior written approval of the Board.

Consent Revocable. Any consent or approval of the Board or its authorized agent given under these rules and regulations will be revocable for cause.

ENFORCEMENT AND FINES

The Board of Directors will have authority to enforce all rules. Upon receipt of notice of violation of one or more of these rules, or the Declaration or Bylaws, from a resident, or the management agent, the following procedure will be followed:

The Board will provide the Unit Owner (if the Unit is Owner occupied) or the Unit Owner and Lessee(s) (if the Unit is occupied by a lessee) with written notice and warning regarding the violation.

Upon notice of further violation of the same rules, or upon notice of multiple violations of distinct rules by the same individual(s), the Board shall have the authority to assess fines in accordance with the schedule outline below.

Violations of these Rules and Bylaws will result in the following assessments:

\$25.00 for the second, \$50.00 for the third, \$75.00 for the fourth violations of the same rules, and \$100.00 for each violation thereafter.

- (d) Failure to pay assessed fines within ten (10) days of notice will give the Board the authority to place a lien upon the unit involved in the violation and take all other steps allowed by the By-laws for the collection of assessments.
- (e) Should it be necessary for the Association to bring legal action to enforce these rules or collect fines, the Unit Owner will be responsible for and assessable for all legal fees (whether or not an action is commenced) and all court and other costs incurred.

UNIT OWNER RESPONSIBILITIES

- 1.) To obtain contents insurance to cover your personal belongings and appliances in case of a leak into another unit, thus causing damage to the other unit which is your responsibility to repair.
- 2.) To register your vehicle with Management so we know which vehicle belongs to which unit in case of emergency or snow removal.
- 3.) Move your vehicles for snow removal.
- 4.) Read and abide by all the condominium documents.
- 5.) Seek approval for pets and register them with the Managing Agent.
- 6.) Maintain the interior of your unit.
- 7.) Pay your condominium fees on a timely manner each month.
- 8.) Write the Managing Agent if you witness a violation of the rules and regulations.
- 9.) Place only household trash in tied plastic bags for pickup.
- 10.) Resolving problems and issues takes cooperation and assistance of the residents.
- 11.) Pass on this handbook to new buyers.
- 12.) If you are leasing your unit, make sure the tenant is aware of all the responsibilities that he should be adhering to.
- 13.) Noise level should be kept down for the peaceful enjoyment of all.

FORMS FOR REFERENCE

REQUEST FOR ALTERATION FORM

Date of Application: _____

Name: _____

If renting, a Building permit must be signed by the owner of the property. No permits can be issued to a tenant. The Building Department will verify with the owner of the property.

Owner Name and Address: _____

Phone: Home _____ *Work* _____

DESCRIPTION OF ALTERATIONS (be specific)

Basement _____ First Floor _____ Second Floor _____ Loft _____

ESTIMATED COST: _____

PLEASE PROVIDE A ROUGH SKETCH OF ALTERATIONS TO BE DONE ON THE BACK OF THIS SHEET. INDICATE APPROXIMATE LOCATION OF ELECTRICAL OUTLETS TO BE INSTALLED AND ANY PLUMBING, IF APPLICABLE. IT IS REQUIRED TO HAVE A PROJECT MANAGER ON SITE AT THE TIME OF INSTALLATION TO SIGN OFF. Cost will be due

.....

APPROVED [] DENIED [] DATE: _____ SIGNATURE: _____

.....

UPON APPROVAL, THIS APPLICATION SHOULD BE PRESENTED TO THE BUILDING INSPECTOR WHEN YOU REQUEST A BUILDING PERMIT.

Please return this form to :
Littlefield Condominium Association
Bishop Real Estate Management.
PO Box 446
Nashua, NH 03061

REQUEST FOR GAS CONVERSION FORM

Date: _____

Name: _____ Unit: _____

Address: _____

Telephone Number: (Home) _____ (Work) _____

Description of Gas Conversion

Type of System Being installed: _____

Name of Contractor Doing Installation: _____

Which floors in unit being converted:

Basement ___ First Floor ___ Second Floor ___ Loft ___

BEFORE A SYSTEM IS INSTALLED TO A UNIT, OWNER AND CONTRACTOR ARE REQUIRED TO MEET WITH A REPRESENTATIVE OF THE MANAGEMENT COMPANY AND/OR A BOARD MEMBER TO APPROVE LOCATION OF THE GAS LINE AND VENT FOR SYSTEM.

Requirements:

- Permission from the Board of Directors prior to installation of a system.
- Obtain a building permit form the Town of Pembroke for work totaling more than \$300.00 prior to installation of a system.

APPROVED DENIED BY THE BOARD OF DIRECTORS

Date

Signature

Please submit this form to:
Littlefield Condominium Association
Bishop Real Estate Management
PO Box 446
Nashua, NH 03061

LITTLEFIELD CONDOMINIUM ASSOCIATION INFORMATION SHEET

New Owner New Tenant Vehicle Change Pet Info change Other Changes

Date: _____ Unit # _____

Unit Owner(s): _____

Owner address if

Different: _____

Home Phone: _____ Mobil Phone: _____

Work Phone: _____ Email address: _____

Mortgagor of Property: _____

Address: _____

(Mortgagor of property is necessary for insurance purposes)

Does this unit have a chimney: Yes No Date last inspected: _____

Is the unit owner occupied? Yes No If no, please answer the following tenant info:

Tenant Name(s): _____

Tenant Phone #: Home _____ Cell _____ Work _____

Tenant Email Address: _____

Others living in Unit:

Name: _____ Under 18: Yes No

Name: _____ Under 18: Yes No

Name: _____ Under 18: Yes No

PETS (if applicable) – 2 Pet Limit Total number of cats: _____ (PROOF of Dog Shots Required)

Dog – Breed/Color: _____ Approx Wt: _____ Name: _____ Lisc #: _____

Dog – Breed/Color: _____ Approx Wt: _____ Name: _____ Lisc #: _____

Parking – 2 Vehicle Limit (copy of registration REQUIRED)

(Note: Motorcycle must park in garage. If a unit has more than 2 vehicles, please contact the Management Company)

Vehicle #1: Owner: _____ Make: _____ Model: _____

Color: _____ Year: _____ State: _____ Plate #: _____

Vehicle #2: Owner: _____ Make: _____ Model: _____

Color: _____ Year: _____ State: _____ Plate #: _____

PLEASE RETURN TO:

Littlefield Condominium Association
C/O Bishop Real Estate Management, Inc.
PO Box 446, Nashua, NH 03061
Tel: 603-880-6464 Fax: 603-880-7171
Email: Littlefieldcanh@gmail.com