



## Hampton Towne Estates Condominium Association

### Rules and Policies

Association Website: [www.hteca.com](http://www.hteca.com)

Association Email: [contacthteca@gmail.com](mailto:contacthteca@gmail.com)

Town of Hampton Website: [www.town.hampton.nh.us](http://www.town.hampton.nh.us)

Amended June 26, 2015

2015 JUL 20 AM 9:59

ROCKINGHAM COUNTY  
REGISTRY OF DEEDS

030642

## **Hampton Towne Estates**

### **Rules and Policies**

Hampton Towne Estates Condominium Association is a community of residential living where everyone's cooperation with and adherence to the Rules and Regulations of the Association is essential to the smooth operation of our property. Compliance with these Rules and Regulations will also help to maintain the property value of each owner's investment, as well as to provide for a comfortable, peaceful and attractive living environment. The Board of Directors at Hampton Towne Estates Condominium Association has voted to adopt and enforce the following Rules and Regulations, many of which come from our Condominium documents. We ask that you give them the important consideration and attention that they deserve.

#### *APPLICABILITY*

All Rules and Regulations apply to and are binding upon all owners, occupants, tenants, lessees, and persons in possession, invitees and guests. If a Unit is rented, the Unit Owner shall bear the responsibility for ensuring compliance by the tenant with these Rules and Regulations, as well as for any damage caused by the Tenant.

#### **COMMON AREAS**

1. Buildings:

- A. Nothing shall be left, placed, stored, parked or affixed to, the exterior siding or the common areas. Lawn chairs, bicycles, skateboards, or any other recreational items shall not be left unattended in the common area at any time. Tools, boats, watercraft and other personal equipment must be kept within the unit or garage. No laundry, towels, clothes, rugs, antennas, sheets, hammocks or other articles shall be hung from or placed on any part of the building. Driveways, common parking areas or other common areas must be kept free from obstructions for the health, safety and welfare of the residents of the condominium.
- B. No BB guns, air rifles, bows and arrows, darts, slingshots, firearms or like devices shall not be actuated or discharged on or in the vicinity of units or in common or limited common areas.
- C. No structures shall be erected or permitted on the common or limited common area for storage, play or protection of personal property except with the prior written consent of the Board of Directors.
- D. No charcoal grill shall be permitted on the decks. Gas or electric grills shall be permitted so long as they are not located within **3 feet** of the siding of the building. Portable burn pits are prohibited.
- E. No structural changes made to any Unit, common area, or limited common area without the prior written consent of the Board of Directors. Failure to obtain the prior written consent of the Board of Directors will be considered an intentional violation of the documents and require that the owner return the property to its original condition at his own expense. If the owner fails to comply, the Board will restore the property and bill the Unit Owner for the costs. No improvements to the interior of units that affect the structure of the building or the master insurance shall be made without the prior written consent of the Board. No deck

*Hampton Towne Estates Rules and Regulations*

or porch enclosure may constructed without the prior written consent of the Board and all improvements must strictly comply with the plans and specifications submitted and approved by the Board.

- F. Painting or altering the exterior of a Unit is not permitted without the prior written consent of the Board of Directors.
2. Flag Display: United States Flags may be displayed on the unit in the holders provided and in accordance with Federal and State Law. Flags can be no greater than 3' x 5'; poles shall be no greater than 4' to 5' in length with a 1" diameter may be used in the flag holders attached outside of the unit. No other flag, banners or decorations may be placed outside the units without the prior written consent of the Board.
  3. Holiday Decorations: No exterior holiday decorations shall be permitted except with the prior written consent of the Board and in accordance with the policies of the Association.
  4. Destruction of Property: No owner, tenant or resident may damage or destroy any common property including but not limited to plantings, shrubs, flowers, trees, bushes, vegetables, without prior consent of the Board of Directors. No resident may drive on park or damage the common landscaped and grass areas. Any Unit Owner causing any damage to the property or whose tenants guests or invitees cause such damage shall be assessed the cost to repair or replace the damaged property and shall be subject to a fine.
  5. Signs: No signs of any kind can be placed in the common area without the prior written consent of the Board. No signs of any kind can be affixed to the inside or outside of any Unit or can be visible on the outside of a unit without the prior written consent of the Board. This includes political signs and "For Sale" signs by realty agents.
  6. Trash: No trash, waste or garbage shall be stored or placed upon the common or limited common areas. All trash and garbage must be placed in the dumpster provided. DO NOT leave any waste or garbage outside, around, beside, or behind the dumpster. Large items that cannot be placed in the dumpster must be taken to the Hampton Transfer Station by the residents. Failure to comply will result in a fine and assessment of the costs of proper disposal of the trash.
  7. Plantings: No resident may install or modify the plantings on the exterior of their unit without the prior written consent of the Board and consistent with the policy attached hereto.
  8. Vinyl Siding: Nothing shall be affixed at any time to the vinyl siding, this includes but is not limited to, plants holders, plaques, pictures or any other personal property without the prior written consent of the Board. Owners shall be liable for damage to the building or vinyl siding caused by, but not limited to deliveries or moving furniture or other articles to or from their unit, gas grills placed too close to the siding, etc.

**USE OF THE PREMISES**

9. Sale of Unit: Notice must be given to the Board of Directors or Management Company upon the signing of a Purchase and Sales Agreement or thirty (30) days



*Hampton Towne Estates Rules and Regulations*

prior to the actual closing of a Unit. Attached you will find the policy for prospective buyer/tenant. This needs to be completed and returned within the above said time frame. The Unit Owner must provide the name(s), mailing address and telephone number of the prospective purchaser. All outstanding Condominium fees and fines must be paid in full before or at the closing of any sale of a Condominium Unit. The Board of Directors or the Management Company shall issue an assessment certificate for the sale of each Unit, stating the status of the Condominium fees.

10. Rental: All renting or leasing agreements must be in writing and incorporate the Condominium Declaration By-Laws and Rules and must be signed by the prospective tenant, realtor (where applicable) and unit owner. No owner shall lease or rent his or her Unit for a period of less than one (1) year. The Board of Directors or the Management Company must be provided with copies of rental forms, agreements of leases and all other rental information such as names, telephone numbers and vehicle registration numbers of the tenants.

Unit owners leasing their units are liable for actions of their tenants and are responsible for unpaid assessments and fines incurred because of their tenants. Any costs associated with a tenant will be assessed to the unit owner. If the Board of Directors notifies a unit owner that his tenant has repeatedly violated the Declaration, By-Laws or Rules, the unit owner shall immediately terminate the lease and initiate eviction proceedings against said tenants. Failure to comply with this paragraph shall constitute a violation of these Rules and may result in a fine to be determined by the Board of Directions of up to but not exceeding \$1,000.00.

All leases will conform to New Hampshire law and shall be required to contain the following specifications:

Leases must be legible and specify full names of all tenants authorized to occupy the leased unit. No sublease of any unit shall be permitted.

Leases must contain the following statements:

**The renter or lessee agrees he has received, read and will abide by all provisions of the Condominium Rules and By-Laws.**

**THIS LEASE WILL TERMINATE AND EVICTION PROCEEDINGS WILL BE INITIATED UPON NOTIFICATION THAT THE TENANT HAS REPEATEDLY VIOLATED THE RULES OR BYLAWS OF THE CONDOMINIUM ASSOCIATION.**

Renters may not keep pets in the Condominium without the prior written consent from the Directors and must comply with all pet rules. No pets shall be permitted that in the sole opinion of the Board constitute a hazard to the health and safety of the residents and may constitute a disturbance to other residents.

11. Smoke/Carbon Monoxide Detectors: All units owner shall install and maintain, at their own expense, Smoke Detectors and Carbon Monoxide Detectors. The heat detectors are maintained by the association. It is highly recommended that unit owners check their smoke and carbon monoxide detectors at least semi-annually to

*Hampton Towne Estates Rules and Regulations*

make sure they are in working order and change them out periodically. It is recommended that unit owners also install and maintain a fire extinguisher in the unit.

12. Fireplace Alternatives: No Gas Insert Fireplaces, Wood Stoves and Pellet Stoves or other alternative heat sources are permitted except with the prior written consent of the Board. The owner must provide to the Board of Directors copies of all documentation, a current chimney inspection indicating a structurally sound chimney, product description and confirmation of the use of chimney inserts prior to the installation and operation. Any installation must be inspected by the Hampton Fire Department prior to its use.
13. Roads, Parking and Motor Vehicles: Motor bikes, scooters, skateboards, snowmobiles and other recreational vehicles may not be used on the common areas including the roads. The riding of bikes entering or exiting the Association's private road to or from the Owner's Unit is permitted. The speed limit on all roads within the community is 10 miles per hour.
14. Parking: Parking in the condominium is extremely limited and improper parking will prevent access by emergency vehicles and prevent proper snow removal. Each Unit shall use their garage for parking of one vehicle. One (1) numbered common parking space will also be assigned for the use by the unit owner, for a total of two parking spaces per unit. Absolutely no vehicles of any kind are to be parked or stored in front of any of the garages. This area is reserved for emergency vehicle use and for snow removal access; any vehicle parked there except to unload packages will be removed from the property without prior notice and at the Owner's expense. All visitors must park in the designated visitor parking. Unit Owners/Residents are not to park in the visitor spaces. Parking or driving on common grass areas is prohibited as the association has spent considerable money installing a drainage system around the units. Damage to the lawn areas or drainage system will be repaired and assessed to the Owner responsible for the damages. The Association and its Directors and agents are not responsible for loss or damage to parked cars of other vehicles on the property. Any violation of these rules may result in the removal of the vehicle from the property without prior notice. The health and safety of all residents is endangered by improper parking. Any deviation from this rule must have the prior written consent of the Board.



*Hampton Towne Estates Rules and Regulations*

15. Vehicles: Each Unit Owner and/or tenant shall provide the Board of Directors or the Property Management Company with their vehicle license plate number and the state of issuance. No unregistered uninspected or uninsured vehicles, no recreational vehicles, (i.e. boats, trailers, trucks, motorcycles, motor bikes, RV's, ATV's, snowmobiles) or commercial vehicles shall be parked or stored in the common areas; any such vehicles may be towed by the Board of Directors or manager at the Owner's expense. Vehicles larger than a standard sized pickup truck or standard sized van, or commercial vehicles which bear signs or apparatus, or campers, RV's, house trailers, snowmobiles, boats, watercraft, or any vehicle with a wheel base exceeding 138 inches, shall *not* be parked on the property for over 24 hours without the prior written permission from the Board of Directors. No repairs to vehicles will be permitted on the common property.
16. Other Uses: Children's toys or other personal items may not be stored overnight on the common areas. Riding of bikes, scooters, skateboards, skates, the playing of ball, jump rope or leaving articles in the private (Association) road is prohibited. There will be no riding of snowmobiles, motorcycles or other recreational vehicles in the common areas. The riding of bikes entering or exiting the Association's private road to or from the Owner's Unit is permitted. If items are found on the common areas the Board or manager may remove the items without prior notice and fine the responsible unit owner.
17. Noise and Disturbances: No Unit Owner shall permit or allow unreasonable noise to be generated by any person or thing in or around the Condominium Unit. Unreasonably loud radios, stereos, TV's, parties, yelling, musical instruments, etc., are prohibited. Unreasonable shall mean any noise or disturbance, which can be heard by people in another Unit above normal conversation. You are urged to have consideration for your neighbors. Failure to comply will result in a fine.
18. Garage Sales: No Unit Owner or Tenant may have a garage sale without prior written approval of the Board of Directors.
19. Pets: No pets can be maintained, raised, bred or kept in the Condominium Units or the common areas without prior written approval of the Board of Directors and a signed Pet Agreement must be on file with the Management Company. All requests must be accompanied by a completed pet registration form and license, health certificate and a certificate of insurance showing liability insurance expressly providing insurance coverage for the pet.
  - a. Only household pets may be kept in a unit with the prior written consent of the Board of Directors. Any Pet approval is non-transferable. If a unit is sold, or an approved pet is lost, dies, or for any other reason is no longer kept on the property, the owner must again apply for and receive a new approval to keep a pet.
  - b. Only unit owners may apply to the Board to keep a pet at the unit. The owner of the unit shall be responsible for any and all damage caused by the pet and for violations of this rule by any tenants, residents or guests at their unit and shall promptly pay any fines or assessments.
  - c. All requests by unit owners to keep a pet must be accompanied by a completed pet registration form and license, health certificate and a certificate of insurance showing liability insurance expressly providing

*Hampton Towne Estates Rules and Regulations*

insurance coverage for the pet. The Board of Directors will respond to any such request in writing within thirty (30) days.

- d. Any unit owner may appeal in writing a decision of the Board to the entire membership of the Association at any annual meeting. The unit owner must comply with the decision of the Board until any such appeal is heard. A vote of the majority of those in attendance at any meeting held where a quorum is present, shall be binding on the Association.
- e. A security deposit of \$500.00 may, at the sole discretion of the Board, be required for pets that, in its opinion, pose a risk to the Association. Said security deposit shall be held by the Association to insure compliance with all rules regulating pets. Failure to obey the Declaration, Bylaws or Rules of the Association shall entitle the Association to assess a fine and deduct this from the deposit held.
- f. Unit owners must obtain and maintain liability insurance insuring against any and all damage caused by their pets. Proof of such insurance shall be submitted to the Board with the pet registration form.
- g. No pet shall create noise, odor, or be allowed to disturb other residents.
- h. Pets shall not be permitted outside the unit on the common area of the Association unless accompanied by a responsible individual and kept on a hand leash of no more than 10 feet in length at all times.
- i. Each owner shall be responsible for the immediate removal of any droppings on common area, walks, hallways, or paved streets.
- j. Any pet causing or creating a nuisance, or unreasonable disturbance or noise shall be permanently removed from the property upon seven (7) days written notice from the Board of Directors.
- k. Failure to remove a pet from the property after written notice by the Board will constitute a willful violation of the Rules and shall result in a \$500.00 fine in addition to all other penalties as provided by the Declaration, Bylaws and Rules.
- l. The Board of Directors reserves the right to limit the number of pets per unit. No pets may be kept, bred or maintained for any commercial purpose.



*Hampton Towne Estates Rules and Regulations*

20. Condominium late fees and interest: All Condominium fees are due on the first (1<sup>st</sup>) of each month. A late fee in the amount of twenty-five dollars shall be assessed for any condominium fees not paid on or before the fifteenth (15<sup>th</sup>) of each month. All payments upon accounts shall be first applied to interest, then fines, then dues and then special assessments, if applicable. Delinquencies for more than 3 (three) months will result in the placement of a lien on your property. All fees, legal services, and expenses for collecting your condominium fees as well as for placing any liens on your Unit shall be charged to the Unit Owner. Additionally, all sums due shall begin bearing interest at the rate of 18 (eighteen) per cent per annum from the date when due until paid. It is clearly in the Association and Unit Owner's best interests to pay their condominium fees on time. **When an owner is 60 (sixty) days in arrears, the Association may terminate all rights privileges and services and /or collect rental monies from the tenant until the overdue assessment is paid in full. RSA 356:B; 46 and 46a. When an owner is 90 (ninety) days in arrears, the Association may make the remainder of the fiscal year payments payable immediately.**
21. Fines: The Board of Directors has the authority to assess and levy fines for any violations of any of the Rules and Regulations of the Condominium or any provision of the Declaration of Condominium. They can also enforce these fines by placing a lien on a Condominium Unit or by taking other appropriate Court action. The fines as established by the Board of Directors are as follows:
- a. Condominium Fees: In the event that any Condominium fee is not paid by the fifteenth (15<sup>th</sup>) of each month, a penalty of twenty-five (\$25) dollars shall be assessed against the Unit and will be assessed for each additional month it remains overdue.
  - b. Fining Process: In the case of any infraction or violation of these Rules and Regulations or the Declaration of Condominium, the Unit Owner responsible will be entitled to one (1) written warning. If the infraction continues, the Board of Directors, at their discretion, may impose additional fines. In addition, a lien may be placed against the Unit by a vote of the Board of Directors. Any fine may be appealed, after it is paid, to the membership at any annual or special meeting of the association.



*Hampton Towne Estates Rules and Regulations***GENERAL POLICY STATEMENTS**

THESE ARE GENERAL POLICY STATEMENTS AND DO NOT OBLIGATE THE BOARD TO STRICTLY FOLLOW THESE POLICIES IN ALL CASES.

**BOARD of DIRECTORS**

Any association member may be elected to the Board of Directors. Each term lasts three years. Terms are staggered with only one term up for election each year at the Annual Owner's Meeting. Association member includes both spouses and joint tenants or tenants in common or any officer of a corporation or trustee of a trust, which owns a unit within the Association. Board members will sign and abide by the Association's ethics policy.

To the extent by law and the Condominium Declaration and By-Laws, the Directors shall have the authority to issue or deny approval of any exception to these rules. Such approvals shall be in writing and may be for the resolution of temporary problems or situations. Approvals may be revoked at any time. The Board must comply with Federal and State Laws regarding discrimination and is obligated to make reasonable accommodations in its Rules, policies and procedures to accommodate disabled individuals under the provisions of the Fair Housing Act.

The Board of Directors shall have the power to waive any provisions of the Declaration, Bylaws or Rules in order to accommodate any disabled residents and comply with the provision of the Federal and State Law.

Residency regulation concerning the operation and use of the Common Area may be promulgated and amended by the Board of Directors provided that such regulation are not contrary to or inconsistent with the Condominium Act, the Declaration or the By-Laws. Copies of the Residency Regulations shall be furnished by the Board of Directors to each owner prior to the time when the same shall become effective.

Costs and expenses, including reasonable attorneys fees, incurred in enforcing these rules shall be assessed by the Board of Directors against the violator and/or the unit owner responsible for the violation.

All complaints of violation of the Declaration, By-Laws or Rules MUST BE IN WRITING and directed to the Board of Directors and signed by the resident. Complaints should state the nature of the violation, the time and place the violation occurred and the facts that give rise to the violation and the unit number or name of the party violating the Declaration, By-Laws or Rules. All complaints should also contain the name, unit number and telephone number of the complaining party.

<b>First Offense:</b>	<b>Warning</b>
<b>Second Offense:</b>	<b>\$25 fine</b>
<b>Third Offense:</b>	<b>\$50 fine</b>

**\*This fining process is a guideline. The Board of Directors has the discretion to fine what they deem appropriate.**

*Hampton Towne Estates Rules and Regulations**Finance*

The Board of Directors is elected to operate the Association in a financially sound manner and to protect and preserve the property. The Board has the discretion to use its business judgment to determine the best interests of the Association.

The Association has an Operating Account that is used to pay monthly bills and deposit dues payments. This account has an average monthly balance of approximately \$10,000 and requires one Board member to sign the check. All board members have signing privileges on this account. The Reserves Account is held at Edward Jones. Our financial strategy for the Reserves is to keep a minimum of \$10,000 in the Money Market Account and roll funds over that amount into Certificates of Deposit (CD) usually with a 2 year term. The CD "ladder" has a CD come due every 6 months. The Edward Jones Account has no check writing privileges on it. When funds are needed from the Reserves, it requires the signature of all three board members. The Board of Directors will have an audit of the Association financials every 3 years, with a review of the financials for the two intervening years.

In order to prevent premature disbursement of monies before contracts have been completed to the satisfaction of the entire Board, any checks over the amount of \$10,000 must be discussed and approved by the Board at a full Board of Directors meeting prior to disbursement. A final walk-through by either a Board member or the Property Manager shall be performed after all work is completed and prior to the vote to disburse funds.

*Contracts*

Contracts with the Association shall be signed by Board members establishing the relationship is between the vendor and the Association.

Vendors with relatives on the Board or employed by the Property Manager are prohibited from working for the Association as a conflict of interest.

Recurring contracts, and all contracts over \$5,000.00, shall be put out to bid, with a minimum of three (3) bids reviewed by the Board. Emergency mitigation of safety related issues may be accepted at the discretion of the Board.

*Changes and Improvements*

For changes, alterations or improvements to the common areas that affect owners privacy, protection from environmental factors or perceived property value the Board will solicit input and give due consideration to the owners directly affected by the change.

*Unit Owner Information*

It is the responsibility of the unit owner to provide to the property manager their vehicle make, model and license plate number. We also need contact phone number and email address, if one is available. If the unit owner has a tenant, it is their responsibility to provide us with the tenant's vehicle and contact information.



*Hampton Towne Estates Rules and Regulations***SATELLITE DISH POLICY****INSTALLATION OF ANTENNAS & SATELLITE DISHES**

1. Unit Owners may install antennas, satellite dishes and/or MDS antennas as specified by the Telecommunications Act of 1996, only on property that they exclusively control. This property includes their Unit and the Limited Common area assigned to the Unit, as described in the Declaration of Condominium.
2. Unit Owners may run normal and reasonable wiring from the dish or antenna directly to the unit and may penetrate and modify only that property owned or exclusively controlled by the unit owner and described in the Declaration of Condominium. All such installations must be in compliance with all local building codes and regulations and may not constitute a health or safety hazard.
3. Unit Owners must install and attach antennas, satellite dishes and/or MDS antennas only on Unit or Limited Common Area property and may not use, attach or penetrate any common walls, roofs, overhangs, gables or the like.
4. Unit Owners should attempt to locate the antenna or dish so that it is not visible from the street or from other units, or screen the antenna or dish from view.
5. No owner may install any satellite dish, MDS antenna or any wiring or equipment on the common property of the Association without the prior written consent of the Board of Directors.
6. The Board of Directors, upon being presented evidence by the unit owner that they are unable to obtain an acceptable signal on the property under their exclusive control, may approve any other proposed installation so long as such installations do not damage the common elements or present a danger to the health and safety of the residents of the condominium.
7. Unit Owners shall be liable for all damage caused to the unit, limited common area and/or common area caused by or resulting from the installation of any antenna, dish, equipment or wiring, and by installing such items agree to defend, indemnify and hold the Association harmless for any and all damage caused by the installation of such equipment.
8. If a unit owner fails to comply with these installation rules, the Board may order the immediate removal of the dish and all other related equipment and may take enforcement action pursuant to Article XII of the By-Laws for violation of this rule.

ADOPTED BY THE BOARD VOTE September 10, 2014

*Hampton Towne Estates Rules and Regulations***DECORATION POLICY**

During the holiday season (Thanksgiving to New Year's Day), Owners may decorate the exterior of the units and may hang exterior lights. They can be white or multi-color. Nothing may be attached to the siding.

All Christmas decorations must be removed from the exterior common area prior to February 1.

**PLANTING POLICY**

Unit Owners who would like to plant flowers on the property are to submit their request in writing to the Board of Directors for approval. Plantings along the side of the garages are allowed to a maximum width of 27 inches and the edge of the garden must be parallel to the building. It is not permitted to have a "wavy" front to the garden.

Each spring the landscaper will be mulching tree and garden beds. All units will get the area under the kitchen window and on the side of the garage (if applicable) mulched. If you do not want mulch, it is up to the unit owner to communicate that to the landscaper via a sign posted on the garage window (inside facing out). The property manager/Association will communicate to unit owners when mulching will occur. Additionally in mid-summer, bush trimming will take place. This includes all bushes on the property, whether they were planted by the Association or the Unit Owner. If you have a bush in your personal garden that you wish to maintain yourself, you need to give notice to the Board of Directors. All gardens under the kitchen windows and on the sides of the garages are the unit owner's responsibility to maintain. If these areas are not maintained and deemed to be an eye-sore to the property, the board of directors will have it dug up and returned to grass at the unit owner's expense.

Window Boxes: Unit Owners are permitted to install window boxes on the side of their garage, provided that they adhere to the following guidelines:

1. Unit Owners must request permission, in writing, and receive written permission from the Board of Directors, prior to the installation.
2. Window boxes must look similar to those already installed at the property and must be painted Hunter green, to match the shutters. The paint can be purchased at Wicked Paints, located in Hampton, NH. The formula is as follows:

California Paint – 2010 House & Trim  
Egg Shell Finish – Base 401-95  
B 3y16  
E 4y16  
C 2y16

3. Unit Owners are responsible for purchasing the window boxes and all costs associated with their installation.



*Hampton Towne Estates Rules and Regulations*

4. Do not leave window boxes out for the winter. If build-up of snow causes the window boxes to come off and consequently tear off siding, the unit owner is responsible for the repair.

Any Unit Owner, who does not follow the Window Box Policy, will be subject to the fining process and/or forced to remove the box at their expense.

ADOPTED BY THE BOARD VOTE: September 10, 2014

**FIREPLACE POLICY**

Alternative heating sources require the prior written consent of the Board before installation. Please check with the Board and obtain written permission before purchasing or installing these types of unit.

The Association will conduct chimney inspections every other year (odd years). Any issues found by the inspectors, including cleaning, will need to be addressed in a timely manner by the unit owner for the safety of you and your neighbor. It is the Unit Owner's responsibility to keep their chimney/fire place in accordance with town Fire Department and Building Department regulations.

Gas Insert Fireplaces or other heaters must follow Hampton Town Ordinances:

1. Mechanical permit must be secured through the Building Department.
2. All work must comply with the 1999 edition of the BOCA National Mechanical Code of the NFPA 54 National Fuel Gas Code.
3. All gas piping shall be put under pressure for testing and witnessed by one of the code officials in the Building Department prior to being activated.
4. A letter of assent from the Condominium Association for the proposed work must be submitted along with the permit application to the Hampton Building Department and the contractor's certification of insurances.

**Fire Wood/Pellets**

Fire wood and Pellets can be stored in the unit owner's garage or on wood racks or containers located on the unit owners' patio. When storing on the patio, unit owners must take special precaution that the wood/pellets will not damage the patio or vinyl siding. Wood cannot be stored on lawn or other common area.

**Dryer Vents**

Dryer vent cleaning will be performed every other year (even years). The duct work and venting is the responsibility of the Unit Owner. Any issues found during the vent cleaning will need to be addressed in a timely manner by the unit owner for the safety of you and your neighbors.

ADOPTED BY THE BOARD VOTE: September 10, 2014

*Hampton Towne Estates Rules and Regulations***GENERATOR POLICY**

The Hampton Towne Estates Condominium Association (HTECA) wants all residents to be as safe and comfortable as possible during power outages. Generators have become an increasingly popular tool in dealing with a prolonged power outage. Along with the use of generators comes the increased risk of deadly carbon monoxide poisoning, fire and electrical shock.

Generators cannot be treated as just another household appliance because of the potentially fatal consequences of their use. The HTECA Board of Directors urges each resident to carefully consider their need for a generator. We also strongly feel a detailed policy for generator installation and use is required. It is critical when using any generator to abide by all federal, state, and local regulations.

The Board requires that any resident that runs a generator without first obtaining written permission please desist in that use. Residents that currently have a generator, please provide the information required immediately. We must have the information requested on file for each resident that intends to use a generator during a power outage. If a generator is used without complying with this generator policy, potential fines will be forthcoming.

1. Installation and use of portable generators is permitted with the prior written approval of the Board of Directors. Manufacturer's specifications must be submitted with this application/request for approval.
2. Portable generators must be placed no closer than 10 feet from the structure, with the exhaust facing away from the building. Deadly exhaust fumes can enter the building through any opening resulting in severe injury or death to unsuspecting occupants.
3. A sketch or drawing showing the location of the portable generator is required to be submitted with this application for approval. Generators shall never be placed on or near combustible materials such as decks or patios.
4. Portable generators shall never be used or run inside garages.
5. When refueling, you must allow plenty of time for the generator to cool down. Gasoline or other fuel or vapors can easily ignite causing flash fires and severe injuries. Fuel for the generator must be stored outside and at a minimum of 1 ft. from the generator when in use.
6. All generator installations and connections must be through a transfer switch professionally installed by a licensed and insured electrician. Power cords shall never be modified so a generator can be connected to a power receptacle inside the home.



*Hampton Towne Estates Rules and Regulations*

In addition to the above requirements, please make note of the following:

1. The homeowner/resident is responsible for obtaining all needed permits from the town, including but not limited to building permits, electrical permits, plumbing permits and any other permits required.
2. By signing this application, the homeowner acknowledges they are responsible for safe installation and use of the generator. Unit Owners that are landlords are responsible for the tenant's use of a generator. The Board of Directors, HTECA and the property management company take no responsibility for accidents occurring from the use, storage or installation of a generator within Hampton Towne Estates.
3. Use of the generator must be done in accordance with the Manufacturer's specifications as well as in accordance with current regulations from the NH Department of Safety.
4. It is highly recommended that all unit owners that have generators also install a Carbon Monoxide detector.
5. We have a customized generator install plan which has been approved by the Town of Hampton. This was designed for us by Jeff Matheson, who is a licensed electrician and a unit owner at Hampton Towne Estates. For more information on this please contact our property manager.

ADOPTED BY THE BOARD VOTE: September 10, 2014

*Hampton Towne Estates Rules and Regulations***Hampton Towne Estates Condominium Association Generator Request**

Request Submitted By: \_\_\_\_\_

Unit # : \_\_\_\_\_

Date: \_\_\_\_\_

The Unit Owner acknowledges that they have read, understand and agree to the guidelines as outlined in this document. Board approval is conditional based on adherence to these guidelines and any stipulations which may be imposed as part of granting this approval. A signed and dated copy of this request along with all listed documentation is required and outlined herein and must be returned to the Board. You must have written approval prior to the commencement of any construction or installation. Additionally, the homeowner acknowledges they are responsible for ensuring safe installation and use of the generator. The Board of Directors, HTECA, and the property management company assume no responsibility or liability for accidents occurring from the use, storage or installation of a generator within Hampton Towne Estates.

Signature of Unit Owner: \_\_\_\_\_

Documentation:

- 1.
- 2.
- 3.
- 4.



*Hampton Towne Estates Rules and Regulations***BUYER/TENANT INFORMATION POLICY**

The Hampton Towne Estates Condominium Association has adopted the following policies which are a requirement prior to purchasing and/or renting a Unit at Hampton Towne Estates:

1. The Owner and/or Real Estate Agent must present to the prospective Buyer/Tenant a full copy of the Bylaws and Rules and Regulations of the Hampton Towne Estates Condominium Association.
2. In the event that the Prospective Buyer/Tenant is planning on housing a pet in the unit, they must put their request in writing, to the Board of Directors. The name of the Prospective Buyer/Tenants, the Unit number, the type of pet and the numbers of pets must be included in this request. The letter will be discussed at the next Board of Directors meeting and their decision will be sent to the Prospective Buyer/Tenant in writing.
3. The property manager must be notified 30 days in advance that a unit is being sold and/or rented.
  - a. A questionnaire must be filled out for both a sale and/or rental
  - b. A sale must have a re-sale certificate completed.
4. The Prospective Buyer/Tenant must sign a waiver stating that they have been given a copy of the Rules and Regulations which they have read and understood.
5. At the time of closing for all new unit owners, the buyer shall make payment to the Hampton Towne Estates Condominium Association in the amount of 2 (two) months condominium fees, which shall be utilized by the Association as working capital and shall not relieve buyer from liability of payment for next two or any subsequent monthly payments of condominium fees.
6. Any questions regarding the property must go through the managing agent.

I have been issued and read a copy of the Rules and Regulations in regards to the Hampton Towne Estates Condominium Association. I fully understand all the rules provided therein and will abide by them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer and/or Renter

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Association Representative

ADOPTED BY THE BOARD VOTE: September 10, 2014

*Hampton Towne Estates Rules and Regulations***FIRE SAFETY POLICY**

You are one of the growing numbers of Americans who live in condominiums or town homes and it is vital that we practice fire safety as an individual and as a community. Living in attached residencies, your neighbor's lifestyle affects your safety, too.

Make a point to look for and ask about fire safety features when looking to rent or buy. Look for accessible and clearly marked exits; clean, well maintained buildings; enclosed exit stairways; smoke detectors and fire alarm systems; automatic sprinkler system, and halls and stairs kept clean of trash and boxes.

Be prepared in advance to handle a fire emergency.

- Pre-plan escape routes; know them in the dark.
- Know to stay low and crawl in smoke to avoid the poisonous gases.
- Locate fire extinguishers and fire alarms. Know how to use them. Know if the alarm sounds in the building and at the fire department.
- Never assume someone else has called the fire department. Do it yourself once you are out.
- Never prop open exit stairway doors. Once smoke enters, the exit is not safe.

Get the facts. Smoking is one of the leading causes of residential fires, with most starting in the living room, den or lounge from cigarettes dropped in furniture. Never smoke in bed.

Keeping combustibles too close to heating equipment is another cause of fires. Keep paper and clothing away from heaters and stoves.

Share responsibility for fire safety with your neighbors. Remember, you are not alone.

**SMOKE DETECTORS DO SAVE LIVES  
HAMPTON FIRE DEPARTMENT  
926-3316**

---

***Fire Alarm Monitoring Policy***

The Association pays to have our fire alarms and heat detectors monitored by an alarm monitoring company 24 x 7. We also conduct annual *Fire Alarm Inspections* which means our property manager and fire alarm vendor will need access to your unit. Unit Owners will be given ample notice of this date. If you will not be home on that day, please:

- Make arrangements with your neighbor to let them into your unit
- Call or email the property manager and make arrangements with him to have access to your unit

If we don't get into all of the units necessary, we will be charged an additional fee for the fire alarm vendor to come back on the property. This fee will be charged to the unit owners that have not given access to their units.

ADOPTED BY THE BOARD VOTE: September 10, 2014



*Hampton Towne Estates Rules and Regulations***PET POLICY**

The Hampton Towne Estates Board of Directors has revised the Rules and Regulations concerning pets.

A PET REGISTRATION FORM below must be completed by the pet owner for each pet and returned to Management. It is strongly recommended to include a picture of your pet to help reduce 'mistaken identity'.

-----

**HAMPTON TOWNE ESTATES PET REGISTRATION FORM**

I have read Rules and Regulations on Pet Controls and I agree to abide by them completely. My pet is described as follows:

Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_ lb.  
 Pet's Name: \_\_\_\_\_ License No.: \_\_\_\_\_ Date of Issue: \_\_\_\_\_  
 Pet Owner Name(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 Unit Street Address: \_\_\_\_\_  
 Phone Numbers: \_\_\_\_\_ Insurance Carrier: \_\_\_\_\_  
 Approved by Management: \_\_\_\_\_ Date: \_\_\_\_\_

-----

**HAMPTON TOWNE ESTATES PET REGISTRATION FORM**

I have read Rules and Regulations on Pet Controls and I agree to abide by them completely. My pet is described as follows:

Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_ lb.  
 Pet's Name: \_\_\_\_\_ License No.: \_\_\_\_\_ Date of Issue: \_\_\_\_\_  
 Pet Owner Name(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 Unit Street Address: \_\_\_\_\_  
 Phone Numbers: \_\_\_\_\_ Insurance Carrier: \_\_\_\_\_  
 Approved by Management: \_\_\_\_\_ Date: \_\_\_\_\_

-----

Please be sure to update this record whenever a change in pet ownership occurs. This record helps the Association identify pets in case of accident and in recognizing stray, etc. Remember owning a pet is a privilege, not a right. Please read the Bylaws and Rules and Regulations of The Hampton Towne Estates Condo Association concerning pet ownership:

ADOPTED BY THE BOARD VOTE September 10, 2014

*Hampton Towne Estates Rules and Regulations***Garage Sale Policy**

Any Unit Owner that would like to have a garage sale at their unit must first get written approval from the Board of Directors. Once the date has been approved, the requesting resident must get a Garage Sale Permit from the Town of Hampton.

Residents can sell items inside their garage or in front of their garage.

The earliest advertised starting time allowed is 9am. This is due to "early bird" types that will show up earlier than advertised time. Participants are responsible for their own advertising costs and are responsible to remove any signs that they have put up to promote their garage sale.

Please be courteous to your neighbors and don't block their garage and be aware of any unsafe behavior of attendees. Some people may not pay attention to where they park and block the road or your neighbor's garage.

ADOPTED BY THE BOARD VOTE September 10, 2014

**Snow Storm Policy**

1. Residents need to move their vehicle so that the plow can clear all of the numbered parking spots. When vehicles aren't moved the plow can't fit between vehicles and consequently some people's spots don't get plowed.
2. If your numbered spot is between buildings or in front of an area that they pile the snow, please move it to a Visitor spot before the storm. The plow needs to be able to push the snow back between the buildings.
3. The Visitors spots on the corners are off limits during a snow storm. Please make sure your guests know where to park.
4. Do not leave your car in front of your unit during a snow storm.
5. Please remove any whiskey barrels, planters or anything else you do not want damaged by the plow. The snow plow contractor is not responsible for damaging items left out and in its path.
6. The association provides snow removal for the front walkway, in front of the garage, the roadway, mailroom and dumpster.
7. Unit owners of enclosed units are responsible for clearing the snow in front of the rear door of their enclosed patio. The association does not provide snow removal at the back of the units.
8. Please make sure the property manager has your updated vehicle information. We may need to contact you in an emergency. Cars are subject to being towed at the owner's expense if they are in the way of snow removal.

ADOPTED BY THE BOARD VOTE June 26, 2015



*Hampton Towne Estates Rules and Regulations*

**Enclosure of Patio and Deck Policy**

Hampton Towne Estates Condominium Association will no longer be approving requests for enclosing decks and patios. The association has had too many issues with enclosures at considerable expense to all. This decision was made based on advice from our attorney.

ADOPTED BY THE BOARD VOTE June 26, 2015

CERTIFICATE OF VOTE

I, Leslie Collins, hereby certify that a quorum of the Board of Directors ("Board"), of the Hampton Towne Estates Condominium Association held a meeting on JUNE 26, 2015.

The Board voted in the affirmative to authorize to adopt the revised Rules and Policies.

BOARD OF DIRECTORS  
HAMPTON TOWNE ESTATES CONDOMINIUM  
ASSOCIATION

[Signature]  
6/30/15, Secretary

STATE OF NEW HAMPSHIRE  
COUNTY OF Rockingham

The foregoing instrument was acknowledged before me this 30 day of JUNE 2015 by Leslie Collins, Secretary of the Board of Directors on behalf of the Hampton Towne Estates Condominium Association.

Patricia A. Eveleth  
Justice of the Peace/Notary Public  
Print Name: Patricia A. Eveleth  
My Commission Expires: 2/6/2018  
[seal]

