

Wentworth Condominiums Usage and Ownership Guidelines

Updated 2023

- 1) Usage Guidelines are oriented to day to day occupancy by owners, family, guest and renters the Wentworth Condominiums
 - 2) Ownership Guidelines are oriented to obligations and practices related to Ownership of the Wentworth Condominiums
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SECTION 1 - USAGE GUIDELINES

The Wentworth Condominiums have common areas and adjacent neighbors, businesses and associations. In order to maintain good neighbor and community relations, guests, renters, family members and all other users of the units should be made aware of the following guidelines:

PARKING

Each Unit is allocated two (2) parking spaces in the building's parking area, however specific parking spots are not dedicated to each Unit. All other vehicles should be parked elsewhere, particularly during busy weeks and weekends when multiple units are in occupancy. Please be a good neighbor especially during busy times and inform guests, renters and visitors to be aware of the number of spaces that are being utilized for any one unit.

If the Unit is being rented through the Wentworth Hotel, overflow vehicles may be parked in the space behind the hotel (please check with Hotel Management). Otherwise, please use additional parking at the end of Wentworth Hall Avenue (cul-de-sac) or town lots behind the Community Church. There are a few buildings with additional (e.g. more than 8) spaces that can also be utilized if not occupied.

There shall be no parking of mobile homes, campers, trailers or other such similar vehicles on either Common or Limited Common areas.

No unregistered or uninspected vehicles shall remain on the Condominium Property.

PETS

No animal other than common household pets, shall be kept or maintained on the Condominium Property, nor shall common household pets be kept, bred or maintained for commercial

purposes on the Property. Pets shall not be permitted outside of Units unless they are accompanied by an adult person and are carried or leashed. Each owner shall remove all excrement created by their pet.

The groomed trails maintained by Jackson XC adjacent to the Units shall not be used to exercise or walk pets (per below).

JACKSON XC TRAILS (WINTER)

The groomed areas should be avoided for any purposes other than skiing. Snowplay, dog walking/exercise, any kind of “bare booting” (walking in just boots), and sledding are all very destructive to the groomed surfaces and end up taking a lot of time and effort to repair

SNOW REMOVAL

Snowplows clear the roads and driveways as soon as possible. If you are home when the plows come by, please move your car so the parking area can be cleared thoroughly. Your cooperation is greatly appreciated and helps the crew do a better job.

TRASH AND RECYCLING

Trash and Recycling may be brought to the dumpsters located at Carter Notch Road condominium entrance. Please note that there are separate receptacles for household trash and recycling. Please ensure that the doors are firmly closed and latched as our dumpster has become a popular destination for our neighboring bear population. Please follow posted recycling and track guidelines for each receptacle.

HAZARDOUS MATERIAL IN THE TRASH DUMPSTER

Our trash hauler has advised us that, on several occasions, unauthorized material has been discovered in the trash loads. These include TVs, computer monitors, propane tanks, etc. Disposing these items in the trash bins is both dangerous to the trash handlers (propane tanks) and damaging to the environment (TVs, monitors in landfills).

Please be advised that such materials are not to be thrown in the dumpster bins, but disposed of at the Jackson Transfer Site for a nominal fee. A list of prohibited items is posted in the dumpster building. Free Transfer Site passes can be obtained by Jackson property owners, including condominium owners, at the Jackson Town Clerk’s office. Please use the Jackson Transfer Site for disposal of hazardous materials.

ASH DISPOSAL

No ashes of any kind – Hot or Cold – are to be disposed of outside. A can marked “Ashes” is provided for this purpose and can be found just outside, to the left, of the dumpster building door. The dumpster building is located at the Carter Notch Road condominium entrance. Please use extreme caution when removing ashes from wood stoves and fireplaces. Remove ashes

only when totally cooled. (This takes days, so it is best done just before you start your next fire.)
Note: A good bed of ashes helps your fire; don't always aim for an empty firebox.

WATER SHUT-OFF

When leaving a Unit for an extended period of time, each Unit occupant should turn off the water main to avoid the possibility of any water damage occurring while the Unit is vacant. Procedures are available from the Property Manager or the Owner upon request.

MISCELLANEOUS

- **Exterior:** No clothing, laundry, rugs, or wash shall be hung from or spread upon or from any window or exterior portion of a Unit or in any Common Areas.
- **Noise:** Unit Owners, tenants and guests shall exercise extreme care to avoid unnecessary noise or use of musical instruments, radios, television and amplifiers in such a manner that may disturb others. Please be considerate of neighbors by using common sense and courtesy.
- **Whirlpools (if equipped):** Be sure the holes/outlets in the tub are covered with water BEFORE turning the motor on.

FIRE SAFETY/ GRILLS, HIBACHIS OR SIMILAR DEVICES

This is to advise you of the requirements of NFPA 1, 2009 Edition, that are incorporated in the New Hampshire State Fire Prevention Code (RE: New Hampshire Code of Administrative Rules, Part Saf-C 6008). In particular, NFPA section 10.11.6 states: "For other than one- and two-family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft (3 m) of any structure."

Please be informed that under no circumstances can any grills, hibachis or other similar devices be used for cooking in any of our Three Bedroom Condominium Units in buildings with 4 Units. You may use such devices as long as they are at least 10 feet away from any structure or any building overhang. **DO NOT USE GRILLS, HIBACHIS OR SIMILAR DEVICES ON THE BALCONIES.**

The following units CAN use grills, hibachis or similar devices as long as they are 10 feet away from any structure or 10 feet away from any overhanging portion of a structure:

Two bedroom Units (even if they have four dwellings as most do) at least 10 feet away from building.

Units 13A/B Chipper Drive, Units 3 and 5 on Fairview Drive, Units 77 A/B Wentworth Hall Avenue, on the decks if at least 10 feet away from building.

SECTION 2 - OWNERSHIP GUIDELINES

DUES

- Quarterly Dues; Mailed on 15th of the month prior to date on top right of the invoice. Late fees and interest charges will be assessed for payments received 30 days after the date on the invoice.
- Late fee of \$15.00
- 1% interest per month

EXTERIOR CHANGES TO UNITS

No Unit Owner, tenant or guest shall be allowed to install any fixture, such as wiring, piping, antenna, vent, air conditioning unit and conduit or any other element/device, which protrudes through the walls or roof of any building or is otherwise visible on the exterior of a building, except as presently installed or as authorized by the Board of Directors. This also applies to windows, doors, screen/storm doors and porch/decking materials.

Proposal requests must be presented to the Property Manager, in writing, for approval through the Design Review Process. Designs must blend completely and aesthetically with the building exterior to mask any notice of the addition. The Unit Owner is responsible for all costs associated with the design and installation. There shall be a fee, payable to the Property Manager, for approval and oversight of any exterior changes, upgrades or modifications. This includes meeting with and approving contractors, reviewing and approving work product and quality.

FIREWOOD STACKING REQUIREMENTS

If firewood is used in a Unit, then it is the Unit Owner's responsibility to ensure it is neatly stacked and contained only in designated boxes or areas approved by the Board of Directors. The stacks should not be in contact with the exterior walls of the building to assist with pest management on the exterior and interior of the Units. Old, unused, rotting wood shall be removed and properly discarded by the Owner.

HEATING SYSTEMS

For those Units with propane heating systems, each spring, the Owner shall contract with White Mountain Oil (603-356-6386) with a "Seven Point" Inspection plan designed specifically for WRCA and approved by the Board of Directors. This is to ensure the safety of all Units and adjacent property. For those who sign up for the annual service contract, this inspection is included in the service contract. The inspections include: checking anti-freeze levels (as applicable), testing gas pressure, hydronic pressure test (for leaks), lubricating circulator (if applicable), voltage check, checking pilot flames and removing dust/debris from burner trays. Any system that requires anti-freeze will be filled and the Unit Owner billed by White Mountain Oil.

WINTER PROTOCOL & MINIMUM HEAT SETTINGS

The Board of Directors has adopted the following Policy and Recommendations to eliminate expensive and damaging freeze-ups during periods when the Unit is unoccupied. The Property Manager's staff periodically makes door-to-door heat checks, particularly in periods of extreme cold and will set heat at the following levels:

Policy for Minimum Thermostat Settings:

- A. Main Zone Thermostats – Minimum Settings – 60 F
- B. Bathroom Electric Heat Thermostats – Minimum Settings – 50 F

If, during Heat Checks, the Property Management finds these settings are not being followed, they will set thermostats to these minimum temperature settings.

Recommendations:

- C. All Buildings – Leave Open
 - Bathroom Doors
 - Cabinet Doors Under Sinks
 - Shower Doors (for circulation)
 - Under Stairwells (where piping exists)
 - Door to Laundry Area

It is recognized that many Owners have recently installed a variety of newer heating systems and in some cases, have multiple means of heating including, but not limited to electric baseboard, mini-splits, propane Rinnai-type units, etc. With these newer technologies also comes the opportunity for remote monitoring and alerts by the owner via wifi enabled thermostats and another "Smart" devices. It is recommended that the Owner post a written "heating plan" next to the Property Manager's log sheet that is typically posted in the laundry area with Unit-specific heating information (and contact numbers if remotely monitoring).

INSURANCE COVERAGE

Please see attached "[Insurance Resolution – \(please click to download\)](#)" that details each owner's responsibilities for the \$25,000.00 deductible that will be invoiced to a unit owner in the event of a loss.

KEYS/MASTER KEY SYSTEM

A Unit Owner shall grant access to his Unit to the Board of Directors and the Property Manager and to any other person authorized by the Board for the purpose of making inspections or for the purpose of correcting any conditions originating in the Owner's Unit and threatening another Unit or Common Area, and for the purpose of performing installation, alterations or repairs to the mechanical or electrical systems or other Common Area in the Owner's Unit or elsewhere in the

buildings, provided that requests for entry are made in advance and that any such entry is at a time reasonably convenient to the Owner. In case of any emergency, such right of entry shall be immediate whether the Owner is present at the time or not. No locks will be changed by Unit Owner unless the keys thereof are made to match the master key set maintained by the Board of Directors or Property Manager. Intervale Lock of Intervale or the Property Manager can complete this work for you.

LANDSCAPING

No Unit Owner, tenant or guest shall be permitted to remove any trees, shrubs or landscaping element without explicit permission from the Board of Directors. Removal of trees, shrubs or landscaping elements may require in-kind replacement at the same or another location in order to preserve the visual integrity and beauty of the property, at the discretion of the Board. If approved, any removal and/or replacement will be done at the Unit Owner's expense.

Our primary goal is to maintain and improve our investment in the condominium complex, and well-designed landscaping will contribute to this goal. To assist us in this endeavor, your input is important. We would like to get your feedback and recommended improvements to, not only your individual Unit, but also to the complex as a whole. Please send any comments and/or recommendations to our Property Manager.

SECURITY MONITORING REQUIREMENTS

Per the Condominium's Master Insurance Policy, all Units must be equipped with a Monitored Alarm System as follows:

- Each system must contain smoke detectors, low temperature sensors & water sensors on each level.
- Alarms must be connected to a central call center which utilizes continuous remote monitoring and is capable of ongoing testing of system functionality. .
- Connectivity from the Unit to the central call center can be achieved through landline, cellular, fiber or cable.
- Pope Security (603-447-6704) is the preferred vendor.
- If the Unit Owner has not arranged service within 5 days of being notified of an issue with their system, the Property Manager will arrange service and the Unit Owner will be billed. It is the Association's requirement that all Units have a working alarm system. Unit Owners' using security providers other than Pope Security are required to update contact info with the Property Manager.

Please post instructions for the security alarm in a prominent place. **FOLLOW DIRECTIONS CAREFULLY IN CASE OF FIRE OR ACCIDENTAL SMOKE ALARM.** If the Property Manager must make service calls to your Unit to disarm or meet the police or fire department, a charge may be levied on the Unit Owner.

CARBON MONOXIDE DETECTORS

The Board of Directors would like to bring to your attention a State of New Hampshire Law requiring the installation of Carbon Monoxide Detectors (CMDs) in each Unit of a multi-unit

dwelling, including condominiums. We have received clarification from our legal counsel that this law applies to condominium owners. The law became effective in January 2010, with a compliance date of July 1, 2013. Unless a Unit is fully electric (heating, water, and cooking), with no oil, wood, or gas used (including fireplaces and wood stoves), each Unit owner must install Carbon Monoxide detectors in their Unit to comply with State of NH Law.

Carbon Monoxide (CO) is a colorless, odorless gas which is a product of incomplete combustion. It can be fatal in elevated concentrations.

Specific guidelines applicable to our condominium Units are:

Installation of at least one CMD on each occupiable level, including basements.

CMDs should be powered by household current, plug-in type, with a battery backup. Note that the law does not require hardwiring to the electrical system for existing construction.

CMDs can be purchased in hardware/big box stores or online starting at approximately \$25 each.

Your Board decided at the April 17, 2012 monthly meeting that compliance with the law will be the responsibility of each Unit Owner. If you require guidance as to selection and/or placement please contact Management or a Board member. Note that Unit Owners who rent their Units should have already installed them to be in compliance with the law.

In April 2009 we provided guidance on Carbon Monoxide monitors, which you will find most informative. This can be accessed on our website www.wentworthcondo.com.

WATER HEATER REPLACEMENT

Water heaters with storage tanks (not including tankless instant water heaters such as the Rinnai) have a lifespan of approximately 10 years. It is mandated that any water heaters of that age or older are to be replaced to avoid a failure. All repair costs for damage caused by hot water heaters older than 10 years will be the responsibility of the Unit Owner.

WATER HEATER(S) OFF

Some Owners turn water heaters off, via the circuit breaker. If this is done on a frequent basis, a disconnecting means (switch) should be installed instead of using the circuit breaker. Circuit breakers are not designed for this purpose (i.e. as switches) and such frequent use can lead to failure, causing them to be inoperable.

The Board of Directors was informed that the repeated disconnection of the water heater using the circuit breaker box may result in a fire. A condominium complex in the Mount Washington Valley experienced a fire as a result. The cause of the fire was traced to the circuit breaker box. The Board of Directors strongly recommends that if you turn off your water heater at the circuit breaker box regularly, you install a disconnecting means (switch) near the water heater. The

cost to install a disconnecting switch is roughly \$150 and the following licensed electricians can provide this service:

E. G. Chandler Inc., Property Manager, 603 356 6060 can oversee electrical work

Door to Hot Water Heater Room/Area

- D. Main Water Shut-Off – Turn Water Valve to Off Position