

# Gile Hill Condominiums Rules and Regulations

Last updated: August 2022

We are pleased to welcome you to your new home at Gile Hill in beautiful Hanover, New Hampshire!

While you are getting settled, please take time to read this handbook and any other materials provided to you by the property staff. They contain valuable information about your new home, the community, and the maintenance and management of Gile Hill. It is your responsibility to read, understand, and follow these rules and regulations, along with Gile Hill Condominium Bylaws. If you have questions please contact the Property Manager (Maloney Properties) or one of your Condominium Owners Association Board members. Someone will be happy to answer your questions. If you are not the occupant of the unit, please bear in mind that you are responsible for conveying these rules to the occupant(s) and are ultimately responsible for their observing these community standards.

Sincerely,  
the Gile Hill Condominium Owners Association Board  
gilehill-coa-board@googlegroups.com

# Gile Hill Condo - Contractor List

Updated June 2020

For after-hours emergencies, please refer to the Maloney Properties, Inc, Emergency Response Procedure For Gile Hill Condominium Owners: next page.

Gile Hill Management Office (safety concerns, building & grounds, noise, disruptive behavior, parking issues): 603-676-7721 or gilehill@maloneyproperties.com

Morgan Electric (electrical contractor, including smoke detectors): 603-443-3503

ABBABBA Construction (decks, siding, carpentry): 603-252-6403

JP Pest Services (pests): 603-673-2908

Harriman's Heating (heating): 802-380-0038

J&B Plumbing & Heating (plumbing): 603-643-5770 or Jerm's Plumbing & Heating (plumbing): 802-649-7317

Gatekeeper Lock Safe (keys & locks): 603-448-4986

Granite State Glass (window adjustments, repairs, or replacement): 603-298-2980

Overhead Doors (repairs to garage doors or controls): 802-775-5711

Northeast Waste (disposal of items other than regular trash & recycling): 1-800-248-7274

Lebanon Paint & Decorating (paint color codes): 603-298-8596

Eastern Propane: Main Office 1-800-523-5237 or Local Office in Enfield 1-800-897-7211

Liberty (electricity): 800-833-4200 (power outage or downed power lines 800-465-1212)

Hanover Fire Department: non-emergency 603-643-3424

Hanover Water Works Department: 603-643-3439

# Maloney Properties, Inc. Emergency Response Procedure For Gile Hill Condominium Owners

1-888-389-6687

**EMERGENCY DEFINITION:** Generally, a situation, which poses a danger to the health, safety, and well-being of residents and buildings.

Emergencies will be responded to immediately and include:

1. Infrastructure or common area plumbing leaks causing immediate danger to life or property
2. Fire
3. Main sewer back-up

Please note: Gile Hill Condominium owners are responsible for repairs in their units. The management office will maintain a list of local contractors for your convenience - see the previous page.

The Town of Hanover is connected to the 911 Emergency System. If there is a fire, security, or health emergency, first dial "911". Always notify Maloney Properties immediately following your call to "911". Our 24-hour emergency number is 1.888.389.6687. The 24-hour answering service will receive your call and contact a staff person to respond appropriately.

Please, when calling in an emergency, leave your name, address, phone number where you can be reached, and the nature of the emergency. A maintenance staff person will then return your call.

No electricity: Call Liberty to determine if there are lines down.

No water: Call the Town of Hanover to determine if there is a water main break.

Call a contractor of your choice for the following:

- Plumbing leak, toilet overflowing, clogged sink/bathtub, sewer back-up
- No heat or hot water
- Smoke detector beeping

Break-ins - Call 911 to make a report, then call a contractor to secure windows/doors.

Call Maloney Properties, Inc. emergency line for the following:

- Exterior lights that are out or flickering
- Roofing issues (e.g., leak, panels coming off)
- Siding that has blown off
- Problems in the stairwells (e.g., tripping hazard, railing off or broken)

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## **Introduction**

Your safety and comfort are our first considerations. In the event of an emergency, please use one of the emergency contact numbers listed on pages 2 and 3.

This guide to Gile Hill has been designed as an aid and permanent reference for you and your guests. We hope that you will read it through and keep it where you can refer to it when needed.

The following Rules and Regulations have been adopted by the Board of Directors (the Board) of the Gile Hill Condominium Owners Association (“the Association”) in accordance with the Condominium Instruments to protect the architectural integrity and harmony of the community, to promote the safety and welfare of the residents and to maintain a high quality of life. In order for the Gile Hill community to prosper these rules need to be observed and respected by all residents. While the Board’s goal is voluntary compliance, in the event of observed violations, residents should feel free to notify the Property Manager and appropriate action will be taken.

These Rules and Regulations do not supersede the Bylaws of the Gile Hill Condominium Association, which the Board uses as its primary governing document. Both documents are in force. In case of any conflict between these documents, the Bylaws will prevail. Please familiarize yourself with the Bylaws.

The Rules and Regulations shall apply to all property owners, their residents, family members, tenants, occupants, agents, visitors, employees, and guests; and shall be enforced by the Board in accordance with applicable Condominium Instruments. At all times it is the owner’s responsibility to assure that the Rules and Regulations are observed.

In establishing, maintaining, and amending the Rules and Regulations, the Board shall make every effort to ensure that they do not diminish each unit owner’s right to the reasonable enjoyment and use of their property or privileges of ownership. The Rules and Regulations may be modified, repealed, or amended at any time by a resolution of the Board when deemed necessary and in the best interest of unit owners/residents and the community.

## **The Gile Hill Community**

Gile Hill Condominiums consist of 44 residential units located in 5 buildings on a 22-acre site at the southern edge of Hanover, NH. Unit owners also have reserved parking, secure storage, and use of the common elements, including shared use of bike and pedestrian paths, hiking trails, and play areas. Sharing this neighborhood are 76 rental units located in the other 7 residential buildings on the site. The community is reached by automobile by using Dartmouth Health’s north access road and then turning north onto Gile Drive.

By virtue of your ownership of a residential unit at Gile Hill, you are a member of the Gile Hill Condominium Association. You are actively encouraged to attend periodic meetings of the Association’s Board of Directors, participate in discussions, and otherwise get involved. Please consult the Gile Hill Condominium Association website ([gilehillcoa.com](http://gilehillcoa.com)) for meeting dates and important information.

Property outside the interior walls of your condominium unit is classified as “Common Areas” or “Limited Common Areas.” (See “Common Areas and Limited Common Areas” below.) The woods and other open areas are shared by all residents of Gile Hill, both condominium and rental housing residents. Your Condominium Owners Association, along with the owner of the rental property, share responsibility for the operational management and oversight of maintenance and improvement of these areas, which are for the exclusive use of the individual resident/unit owners, tenants, and/or their guests.

## **General Rules and Regulations**

Below are the general rules and regulations of the Association. An exception to these rules may be granted only by written notice from the Board. Any damage to buildings, grounds, or other common areas, or to equipment by any owner, tenant, guest, family member, or pet shall be repaired at the expense of the unit owner. It is the responsibility of owners to inform occupants, guests, and employees of these rules and

regulations and promptly address any infraction brought to their attention.

Both the Unit Modification Policy and the Pet Policy and Procedure (see Appendices) form an integral part of these rules and regulations.

### **Annual Meeting**

An annual meeting of all owners will be held as provided in the Bylaws, at a place designated by the Board for the purpose of electing Board members and reviewing the operation of the Condominium Association for the preceding year.

### **Appliances**

You are responsible for all appliances in your condominium. To avoid overloading electrical wiring and/or other mechanical equipment, the Property Manager must approve any additional equipment that draws heavily on the power supply (e.g., a heavy-duty freezer) and is not already in your unit at the time of purchase.

### **Awnings**

Top-floor unit owners may wish to install retractable awnings over their deck. This request must be brought to the Board before installation; the Board will discuss the allowable styles, colors, and method of installation.

### **Barbecue Grills**

With the exception of the townhomes in Building 5 that are equipped with exterior gas hook-ups, no barbecue grills with open flame may be used on balconies, terraces, or front decks. This is a violation of New Hampshire State law for multi-family buildings. The board discourages cooking on balconies by any method.

### **Bicycles**

Bicycles may be kept in your individually assigned Storage Lockers located in the carport near your building. They are not permitted to be stored on balconies, terraces, or other Common Areas. Storage of bicycles used by unit occupants is permitted within your deeded covered parking spaces or above your storage locker.

### **Bird Feeding**

The installation of bird feeders and/or the feeding of birds by any means is prohibited.

### **Bylaws**

The Bylaws of Gile Hill are contained in the documents you received at the time you purchased your condominium. You may also access the document on the Gile Hill website ([gilehillcoa.com](http://gilehillcoa.com)).

### **Cleaning Services & Contracted Services**

Please make certain that any contractors you employ understand and adhere to certain requirements such as the hours of work and certificates of insurance as outlined in the Unit Modification Policy. In addition, owners are responsible for all contractors and employees complying with these Rules and Regulations in the performance of their work.

### **Common Areas and Limited Common Areas:**

**Common Areas** are all those areas outside the interior walls of condominium units. These include front-entry deck areas, parking lots, lawns, woodlands, sidewalks, bike and pedestrian paths, etc., and are for use by all residents.

**Limited Common Areas** are portions of Common Areas reserved for the exclusive use and benefit of condominium owners and include balconies and terraces and assigned (deeded) carports / parking lot spaces, and exterior areas necessary for heat pumps or other climate control equipment. Unit owners are responsible for the upkeep of heat pumps or other climate control equipment, including all maintenance, repair, replacement, and liability insurance coverage.

### **Use of Common/Limited Common Areas**

Only patio furniture or other appropriate outdoor furniture should be placed on balconies or terraces. At no time may clothing, laundry, rugs or wash be hung, draped, or spread upon or from any window, railing, or exterior portion of a unit or any Common or Limited Common Area. At no time may household goods be placed in common area hallways or in any location outside of your own unit or storage locker. You may place plants and other decorative objects on your deck or terrace.

### **Covered Parking**

Covered parking areas are considered Limited Common Areas. Deeded carport parking spaces are to be utilized for non-commercial vehicle parking belonging to residents. Additionally, parking and/or storage of the following items is permitted in carports: bicycles and, if street legal, mopeds, motorcycles, and scooters. Storage of household items, furniture, automotive supplies, or equipment is not permitted there. The spaces between storage units may not be used for storage.

### **Disturbances**

As a courtesy to others, please keep the volume of televisions, radios, stereos, musical instruments, and gatherings reasonably low to avoid disturbing your neighbors. Quiet hours at Gile Hill are after 10 pm and before 8 am.

### **Doors**

To maintain uniformity of appearance, the exterior of your doors may not be painted, stained, or changed in any way. Seasonal or other decorations must not be affixed to any doors or exterior walls by the use of screws or nails. (There are systems for hanging wreaths for example, which do not require making holes in doors or walls). Should you desire to install a nameplate the Property Manager must be consulted to approve the location and the installation method.

### **Draperies & Window Treatments**

Within thirty days of occupancy, unit windows that face any common streets and that are clearly visible to passers-by must have window treatments or window shades.

### **Electricity**

Each unit has a circuit breaker panel. Please locate it yourself or request assistance from the management company, as it is essential that you know where this panel may be found. All electric circuit breakers should be in the "ON" position. Before reporting an electrical failure, please check that all breakers are in the "ON" position. To reset a circuit breaker, you must shut the breaker off and then turn it back on. When a breaker trips, it does not necessarily go to the "OFF" position. Certain electrical outlets, usually in the bathroom and kitchen, are known as GFI outlets. They have a small button between the two receptacles, which may pop out if there is a power problem. Reset the outlet by pushing the button. You must look closely to see a tripped breaker or GFI button. If a breaker or button continues to trip, do not reset it. Contact a qualified electrician for assistance.

### **Emergency Contacts**

Each owner must submit to the Property Manager the Gile Hill Condo Owners Contact and Vehicle Information form (phone, emails, mailing address, emergency contact number, vehicle info, etc.). This form will assist the management staff in maintaining current owner information to ensure communication, as well as alternative contacts in the event that an owner is not available and there is an emergency. Copies of these information forms are available from the Property Manager.

### **Electric Vehicles**

With the exception of townhomes in Building 5 with interior garages, electric-powered vehicles may not be charged from existing electric receptacles, either within a unit or from an exterior location. Residents may not use electric receptacles located in covered parking areas for any reason.

### **Fire**

If there is evidence or suspicion of fire, either in your unit or in a common area, please follow these instructions. **Smoke detectors in your unit do not call or initiate the Hanover Fire Department response system. In the event of a fire in your unit, leave your unit and close the door. Go to the nearest pull box and pull down on the alarm. If you are unable to get to a pull box, call 911**

**immediately.** If you burn food in your unit, open your windows and/or turn on the hood over your stove. The fire alarm system is tested periodically and we will notify you in advance of these tests. Never disconnect or otherwise disable any smoke detector in your unit.

### **Fire Alarm Pull Boxes**

Shortly after move-in, please familiarize yourself with the location of the fire alarm pull box nearest your unit. These pull boxes will activate the building alarm system and automatically notify the Hanover Fire Department. It is very important for you and all members of your household to be familiar with the fire safety systems in the building.

### **Fire Sprinklers**

Fire sprinklers are located throughout the units, on the ceiling, or at the top of the wall. Please do not hang anything from the sprinklers or store anything within 18" of the sprinkler head that will block the sprinklers, such as high furniture, bookcases, or other items. Do not paint the sprinkler or sprinkler covers. The sprinkler heads are activated by heat, not smoke. Only the individual sprinkler head in your unit that is heated will activate. When a sprinkler head activates, the building alarm will activate and the fire department will be notified automatically. If you don't hear the building alarm, please be sure to activate the building fire alarm by pulling a fire pull box. If a sprinkler is activated, an enormous amount of water sprays. Be very careful not to accidentally activate a sprinkler head.

### **Flooding**

Report any flooding immediately to the Property Manager by calling their 24-hour emergency number. Of course, if there is immediate danger to persons or property, call "911" first. If possible, determine the source of water; if it is in your unit, turn it off. Consult the appropriate headings in this handbook to locate the shutoff valves for plumbing and appliances. All sinks, toilets, dishwashers, refrigerators, and washing machines have individual shutoffs. Shut off your electricity if there is a flood in your unit that appears to be near any outlet or the circuit breaker panel.

#### **Shutoff Valve Locations**

***Kitchen Sink*** – Hot and cold water shutoff valves are located under the sink. There is a separate valve for each water line. Turn the valve as far as it will go in the opposite direction from the present position.

***Dishwasher*** – The shutoff valve will either be shared with the hot water line or will be visible on a line leading from the sink hot water line. In either case, the valve will be under the sink area.

***Refrigerator*** – Even if your refrigerator does not have an ice maker, there is a cold water line behind the refrigerator at floor level. Turn the lever-type valve 90 degrees from the on position to shut off.

***Bathroom Sink*** – Hot and cold water shutoff valves are located under the sink in the vanity cabinet. There is a separate valve for each water line. Turn the valve as far as it will go in the opposite direction from the present position.

***Toilet*** – Water to the toilet fill tank can be shut off by turning the valve located below the toilet tank. To stop an overflow, remove the tank top and lift the float ball to stop the water. Water should recede from the bowl. If it does not, shut off the water valve.

***Shower/Tub*** – Water shutoff controls are located behind the shower control knob plate. Seek a plumber's help to turn off these valves. Be careful not to flood floors, as any damage caused to other units will be charged to you.

### **Frozen Pipes**

Given the likelihood of extreme temperatures in our area, owners and tenants need to be very cautious about maintaining adequate interior temperatures during the winter months. Frozen pipes can cause extensive damage to other residents' property and incur substantial costs to the Association and thus to all owners. Unit thermostats are required to be set in such a way as to never allow any part of the internal aspect of a unit to reach a temperature below 55 F. In the event of extended absences, please make arrangements for someone to care for and check on their unit to ensure the heat is on and there are no leaks. This is particularly critical during periods of freezing temperatures. Liability for water damage to the owner's unit and other affected units that results from pipes frozen through the owner's actions or lack thereof resides with the owner.

### **Guests and Tenants**

Since owners are responsible for the actions of their family, guests and tenants, please make sure that they

understand the rules and regulations described in this handbook. A copy of this handbook will answer their questions and eliminate problems before they arise. Be sure you make a copy available to your guests and tenants as well as to other members of your household; it can be downloaded from the Gile Hill website.

### **Heating & Cooling**

Gile Hill units are equipped with individual high-efficiency heating systems. Your unit has an individual, programmable thermostat that controls the temperature within your unit. Please refer to the unit operating manual for more details. The heating system is serviced every two years (see Scheduled Maintenance below). The service is authorized and approved by the Board and paid for from the monthly association fees. Owners are expected to allow contractors in to perform the service, including making arrangements with neighbors if the owner can't be present.

Only three types of air conditioners are permitted. Some units have been pre-piped to accommodate a "split system" ductless air conditioner, with the cooling unit mounted inside, and piped to a condenser, which is located outside. Installation of this type of air conditioner must be approved by the Board. The second unit allowed is a portable air conditioner, which can easily move from room to room. Multiple portable units are permitted. Some units have a flexible hose that exhausts through one of the exhaust ports already built into your unit. The third type of air conditioner is an "in-wall unit" that some units have the infrastructure for. As your unit has casement windows, window-mounted air conditioners **may not** be used. All three of the allowed air conditioners are energy efficient and reasonably priced. Installation of any alternative air conditioner system or mechanism (e.g., a heat pump or mini split system) requires advance approval by the Board.

### **Insurance**

Individuals are responsible for insuring their own personal belongings and the interior areas of their unit as described in the Declaration of Condominium and your deed. The insurance carried by the Association does not insure your personal possessions. Each unit owner is also encouraged to secure liability insurance for premises that are reserved for their exclusive use or occupancy (i.e., your unit). This insurance policy should be consistent with the Association declarations that may be obtained from the Property Manager. Package policies for both condominium owners and renters are available which insure unit fixtures and interior areas owned by you, personal belongings, and liability. Further information is available from any reliable insurance agent.

### **Internet**

Internet service is available from the telephone company or local cable provider. Satellite dishes are prohibited.

### **Laundry Hook-ups**

All units are equipped with washer/dryer hookups. Steel mesh water hoses must be installed on all washers. Rubber hoses are not permitted. It is also required that you purchase and install an overflow pan to catch water in the event of a washing machine overflow. Pans are available in metal or plastic and sit on top of the flooring. There are no drains in the laundry spaces so the pans will deal with typical overflow situations but not ongoing running water that could fill and overflow the pan. Please clean dryer lint after each use; fires can begin if that's not done.

### **Locks & Keys**

Owners are not permitted to change locks on unit front doors or mailboxes. The rationale for this rule as it pertains to unit front doors: the fire department maintains a key system for access to units for emergencies. In the event of an emergency, if emergency services can't get into your unit using the standard system and need to gain access to your unit through destructive means, the owner shall be responsible for all repair costs.

### **Lockouts**

It is advisable for you to leave a key with a trusted neighbor, family member, or friend in the event you are locked out of your unit. The Property Manager does not have copies of your keys.

### **Mail & Packages**

Mail is delivered by the post office to the centrally located mailboxes. Registered, certified, insured mail and oversized packages must be picked up by residents at the post office at 50 Main Street in Hanover.

### **Maintenance & Repairs**

Unit owners are responsible for repairs to their units. The Property Manager maintains a list of contractors who are familiar with the property; it is available on the Gile Hill website and at the beginning of this document; you may wish to hire from this list. Repairs needed in any common area should be brought as soon as possible to the attention of the Property Manager by emailing or calling them.

### **Monthly Fees**

Your monthly condominium fee is **due on the first day of each month**. The check or money order (for your protection please do not send cash) should be either mailed to or dropped off at the property management office. You may also give instructions to your bank to set up automatic debit payments. The ability of Gile Hill to meet its financial obligations is dependent upon the timely payment of monthly charges. Owners may be assessed a late fee and interest charges if the fee is not paid on time. A lien may be placed on the units of owners who have not paid their monthly fees in a timely manner.

### **Moving In or Out Of Gile Hill**

In order to minimize any inconvenience to other residents, moving hours are restricted to 8 am to 6 pm Monday to Friday and to 10 am to 5 pm on weekends. Please be considerate of your neighbors during moves, especially on weekends. Any damages caused to Common or Limited Common areas during the move will be charged to the owner.

### **Parking**

Each unit owner has permanent use of two deeded parking spaces. In some cases, one space will be within one of the carports. Please park in your deeded parking space only; do not use any other space. Only two cars per condominium unit are allowed in residents' parking areas. Additional cars must be parked in guest parking. No parking is permitted at any time on walkways, grass, or other areas not specifically dedicated to parking. Motorcycles and scooters are subject to the above rules as well as to all applicable governmental regulations.

**Guest Parking:** Guests must use parking areas marked for guests or one of your assigned parking spaces. Guests parking in any other parking spaces greatly inconvenience residents and risk having their cars towed at their expense.

**Other Vehicles:** No mobile home, recreational vehicle, manufactured housing, unregistered motor vehicle, boat, trailer, or snowmobile may be operated or placed in parking areas or any other Common Area. All vehicles must conform to the space limits of existing parking spaces.

### **Pets**

Unit owners may keep their pets in accordance with the Pet Policy and Procedure (see Appendix 2). **Cat litter must not be disposed of in any plumbing fixture in the building, as it will clog the pipes. Please bag and dispose of used litter in the regular trash system.** All pet owners are responsible for picking up after their pets and disposing of waste bags in a responsible manner. Pet owners not observing these rules may be subject to fines and or revocation of their privileges to keep a pet with the involvement of the Police. Pet owners are required to observe rules established by the Town of Hanover (e.g., dog licensing).

### **Roads**

Gile Hill is a carefully designed residential community. Great effort was made to retain trees and limit disturbance of other natural features. Roads were constructed to modern engineering standards, but care must be taken when driving over hills and around curves. The posted speed limits must never be exceeded and drivers must be aware of pedestrians and bicyclists at all times.

### **Sale or Lease of Units**

In the event of the sale or lease of a condominium unit, the owner is required to notify the Property Manager of the pending transaction and to update the information on file, including the identity of the buyer/lessee and their contact information. The sale or lease of the permanently affordable units at Gile Hill is strictly controlled by the Condominium Housing Subsidy Covenant signed at the time of purchase. No other approach or method of sale or lease of permanently affordable units will be allowed. All leases must refer to these rules and attach them thereto. No signs advertising the property for sale or lease are permitted without the advance permission of the Property Manager.

In order to foster a committed and stable residential community, and recognizing the emergence of short-term rental services such as Airbnb, owners may not lease their units for periods of less than six months. If a situation arises that makes a shorter period necessary, an owner may submit a written request to the Board to waive this rule on a case-by-case basis. All such requests must be received prior to the beginning of the lease term in order for the request to be considered by the Board. Leased units may not be occupied by more than two unrelated persons.

In the event that the Board needs to take action to assure compliance with this rule, all costs, including attorney fees, will be assessed to the unit owner. A lien may be placed on the unit of an owner who fails to reimburse the Association on a timely basis.

Owners leasing their units are expected to comply with all Town of Hanover rules relating to leased residential property, including registering all leased property as required (Town of Hanover Ordinance #37). Owners should also be aware that renting units for 30 days or less is considered to be a hotel transaction and requires specific authorization from the town. Information on town rental requirements, including the rental registration form, can be found at <https://www.hanovernh.org/rental-housing>.

### **Scheduled Maintenance**

Specific mechanical components of your unit will be serviced once every two years, including the heating system and dryer vents. This service is mandatory to assure that all units meet safety standards. The cost of this service is included in your monthly condominium fee. You are responsible for getting your smoke detector and thermostat serviced and keeping both in good repair and operating condition.

### **Signs**

At no time may any sign, signal, advertisement, or illumination be inscribed, exposed, or projected on, at, or out of any window, or another part of a building, or any location on Gile Hill property without the prior consent of the Board.

### **Smoke Detectors**

Each unit has been equipped with smoke detectors in various ceiling or high wall locations. **The unit smoke detectors will not sound the building fire alarm and will not provide automatic notification to the Hanover Fire Department.** The smoke detectors will sound only in your unit in the event that smoke has occurred in your unit. If a non-emergency situation such as burned food causes your smoke detectors to sound, open your unit windows and activate the stove hood fan to ventilate your unit. Beyond emergency situations, it is the owner's responsibility to service, maintain, and repairs smoke detectors.

### **Smoking**

Any and all common areas including all outdoor areas of Gile Hill are smoke-free. Smoking is not permitted in any of the common areas or on decks or balconies, as the smoke will infiltrate neighboring units. Please advise your guests and tenants of this policy. Please dispose of all smoking materials properly.

### **Snow Removal**

All roads and parking areas within Gile Hill are privately owned by the Association and the rental building owners and are maintained by those entities. Therefore, if you have concerns regarding snow removal or other road maintenance issues, please DO NOT contact the Town of Hanover, but rather, contact the Property Manager.

### **Storage Lockers**

Each unit has been assigned a storage locker in one of the carports. No flammable materials may be stored in your locker.

### **Telephones**

Please call the telephone provider of your choice to arrange for telephone services. Telephone jacks are located in the living room and in each bedroom.

### **Television**

The living room and bedrooms of each unit are equipped with outlets for connection to cable television.

Individual antennas and satellite dishes are not permitted to be mounted on the building's exterior common areas or on the roof.

### **Trash & Recycling**

All residents are required to remove garbage and other waste from the unit in a clean and safe manner. The Property Manager will arrange for the collection and removal of trash and garbage from a designated pick-up area. No trash or refuse, including recycling bins, may be placed in Common or Limited Common Areas, including front entryways, or otherwise be in public view.

The central trash and recycling receptacles at Gile Hill are meant for routine household refuse. At no time may owners use these receptacles or the surrounding areas to dispose of furniture, tires, or any toxic material. Violators of this rule will be identified and fined. The Town of Hanover maintains a fee-based facility to manage the disposal of such goods. Please contact the Hanover town office for details.

### **Unit Alterations and Improvements**

No physical alterations or improvements are permitted to your unit without prior written permission from the Board. Once the alterations or improvements have been approved, your contractor must provide the Board and the Property Manager with insurance certificates and a copy of any necessary building permits. Contractors must contact the Property Manager to coordinate construction work, working hours, and common area cleanliness during the job. Please refer to the Unit Modification Policy (Appendix 1) for further information.

### **Utilities**

Each unit has an individual propane meter for heat and, if applicable, cooking and an individual electric meter for electricity. Each unit will be invoiced separately by Eastern Propane and Liberty. Please contact the providers listed in the front of this handbook to arrange for gas and electric services. Should you ever smell gas, notify Eastern Propane immediately at the number listed in the front of the handbook, and then notify the Property Manager.

### **Water Conservation**

Water-saving toilets and showerheads have been installed to help conserve water and reduce the cost of water and sewer charges. Please leave this equipment in place. For best results, please do not put anything other than toilet paper in the toilet. It is also recommended that you purchase a plunger for routine toilet stoppages.

### **Website**

The Association maintains a website ([gilehillcoa.com](http://gilehillcoa.com)) to communicate important information about life at Gile Hill. The Board posts meeting schedules, minutes, and other documents for your review. Key Gile Hill condominium documents (including these Rules & Regulations) are available on the website.

### **Windows**

Each unit has well-insulated multi-pane casement windows. Please refer to your unit manual for operating details.

## Appendix 1

### GILE HILL CONDOMINIUMS UNIT MODIFICATION POLICY

This policy applies to any modification to a condominium unit, which is defined as work requiring a building permit or lasting more than one week in duration or any modification that affects any Common or Limited Common Area.

1. Before making any modification to a unit, the unit owner shall submit a written request for approval to the Board, with a copy to the Property Manager, describing the nature and extent of the proposed work.
2. Prior Board approval is necessary for the installation of new wiring for electrical or telephone use, television antennae, air conditioning unit, or other machine or equipment which protrudes through the walls or the roof of any building, is located on any common or limited common area, or is otherwise visible on the exterior of the building, except as presently installed or as authorized by the Board.
3. Subsequent to Board approval and if so required by the town of Hanover, the owner shall submit a copy of any building permits obtained by the unit owner, and they shall be kept in the management office.
4. Structural improvements are expressly prohibited without the written consent of the Board.
5. The Board may require that a contractor submit to the Property Manager a certificate of insurance naming Gile Community Housing Condominium, Gile Community Housing Condominium Owners Association, and Maloney Properties, Inc. as additional insureds and including liability limits of \$1,000,000 and statutory limits for workers' compensation.
6. Contractors shall work only between 8:00 A.M. and 5:00 pm, Monday through Friday. No work on holidays is permitted.
7. Contractors must protect smoke detectors, carbon monoxide detectors, sprinkler heads, and other life-safety apparatus at all times. If any such life-safety devices and/or the water system must be shut off, the unit owner must notify the Property Manager and obtain written permission in advance. The unit owner is responsible for the cost of shutting off and turning on the life-safety devices and/or water system.
8. Contractors must protect all Common Areas, including the staircases. Dust, debris, and dirt must be removed from the Common Areas by the end of each workday.
9. Contractors must remove all trash and debris at their own expense daily. No trash shall be deposited in the condominium dumpster or trash containers.
10. All work shall be performed in strict compliance with the Gile Hill Condominium master deed and Bylaws as well as all applicable federal, state, and local laws, ordinances, and regulations including, without limitation, all zoning, environmental, and related provisions.
11. Any modification made to a unit or any change made by a unit owner to the Common Areas without prior written consent from the Board shall be restored to the original condition at the unit owner's expense. The unit owner will be given 30 days to restore the unit or Common Areas to the original condition. If the unit owner does not comply within 30 days, the Board may authorize the restoration and assess the cost to the unit owner. If a unit owner has acceptable plans for full restoration but cannot complete the work within the required 30 days, the Board may provide an extension of up to 30 additional days.

## Appendix 2

### GILE HILL CONDOMINIUMS PET POLICY AND PROCEDURE

This Pet Policy and Procedure seeks to meet the needs of pets, pet-owning residents, no-pet-owning residents, and Property Manager responsibilities in the pursuit of health, happiness, and peaceful co-existence in a community atmosphere. A clear understanding of the expectations and responsibilities of pet owners and management will ensure the successful introduction of pets into the Gile Hill community.

#### A. GENERAL POLICY

1. Only common household pets are allowed. These include domestic dogs and cats, caged domestic birds, guinea pigs, gerbils, hamsters, rabbits, and fish. Pets other than dogs and cats shall have suitable housing, e.g., cages or aquariums. A fish tank may not be larger than 10 gallons.
2. There shall be no more than a total of two cats or dogs or caged mammals per household. The number of birds and fish is to be reasonable, ensuring no damage to the building and no disturbances to neighbors.
3. All dogs and cats over the age of six months must be spayed or neutered.
4. Residents may not harbor or feed stray animals.
5. This policy is subject to any additional rules imposed by providers of homeowners' insurance. For instance, there are some breeds of dogs for which insurers may refuse to sell insurance.
6. This policy may be amended from time to time.

#### B. PET OWNER OBLIGATIONS

1. Pet owners shall care properly for their pets: good nutrition, grooming, exercise, flea control, appropriate care arrangements when the owner is away, routine veterinary care, and yearly inoculations.
2. Pet owners shall clean up their pets' messes immediately after they occur, whether inside the unit or in the common areas. This includes cleaning the grounds of solid waste and disposing of it properly.
3. Pet owners shall change kitty litter material regularly and dispose of waste material and used kitty litter by wrapping and bagging it in an air-tight plastic bag. Litter must never be disposed of in the toilet or any other plumbing fixture.
4. Pet owners shall keep their units, patios and decks, and common areas clean and free of pet odors, insect infestation, waste, and litter. At no time may pets be tied outside or left unattended on a patio or deck. Pets must be kept inside the pet owner's unit, except for dogs or cats that are carried or walked on a leash when outside the pet owner's unit.
5. Pet owners must make every effort to prevent pets from making noise that disturbs the peace or causes a public nuisance in any way.
6. Pet owners must repair completely, or pay the cost of repairing, the Gile Hill property, and the property of Gile Hill residents damaged by the owner's pet.
7. Visitors with pets will be allowed as long as the unit owner ensures that visitors conform to this pet policy.

### **C. PROPERTY MANAGER RESPONSIBILITIES**

1. Enforce this Pet Policy and Procedure in a fair and just manner.
2. Keep records of investigations of complaints and issuance of warnings, billing for common area property damages, etc.
3. No credence shall be given to verbal or unsigned complaints.
4. Upon second notice of a legitimate written complaint to the pet owner, Management will advise the pet owner that any further notice could be cause for removal of the pet; except that in the case of a serious problem (*e.g.*, a vicious dog), this procedure may be shortened in the interest of public safety, and the pet removed immediately.