

# Gile Hill Condominiums

## Rules and Regulations

(Revised: February 2019)

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 and understand these rules and regulations. 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.

If there is any way we can help make your move-in easier, please let us know.

Sincerely,

Maloney Properties, Inc.

## Contact Information

Gile Hill website	gilehillcoa.com
Property Management Office	603-676-7721
Property Management Fax	603-676-7722
Maloney Properties Regional Mgr.	1-781-943-0200 ext. 209 or "0" for reception
Maloney Properties email	gilehill@maloneyproperties.com
Gile Hill 24-hr Building Emergencies	802-380-0038
Maloney Properties alternate emergency	888-389-6687

Fair Point – Telephone	866-984.2001
Comcast – Cable TV	888-633-4266
Liberty Utilities – Electric	800-375-7413
Young's – Propane	802-295-2554

### Hanover Fire and Police Departments:

Emergency	Police	<b>911</b>
	Fire	<b>911</b>
	Ambulance	<b>911</b>
Non-emergency	Police	643-2222
	Fire	643-3424
	Ambulance	643-0717

### Schools:

Bernice A. Ray Elementary School	643-6655
Frances C. Richmond Middle School	643-6040
Hanover High School	643-3431

Post Office – 50 South Main Street	643-4544
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### Health Care:

Dartmouth-Hitchcock Medical Center	650-5000
Alice Peck Day Hospital	448-3121
Visiting Nurse Alliance	(800) 575-5162

Howe Library – 13 East South Street	643-4120
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## TABLE OF CONTENTS

INTRODUCTION _____	4
ANNUAL MEETING _____	5
APPLIANCES _____	5
AWNINGS _____	5
BARBEQUE GRILLS _____	5
BICYCLES _____	5
BIRD FEEDING _____	5
BY-LAWS _____	5
CLEANING SERVICES & CONTRACTED SERVICES _____	5
COMMON AREAS AND LIMITED COMMON AREAS _____	6
COVERED PARKING _____	6
DISTURBANCES _____	6
DOORS _____	6
DRAPERIES & WINDOW TREATMENTS _____	6
ELECTRICITY _____	6
ELECTRIC VEHICLES _____	7
FIRE _____	7
FIRE ALARM PULL BOXES _____	7
FIRE SPRINKLERS _____	7
FLOODING (includes shut-off valve locations) _____	7
FROZEN PIPES _____	8
GUESTS & TENANTS _____	8
HEATING & COOLING _____	8
INSURANCE _____	8
INTERNET _____	8
LAUNDRY HOOK-UPS _____	8
LOCKS & KEYS _____	9
LOCKOUTS _____	9
MAIL & PACKAGES _____	9
MAINTENANCE & REPAIRS _____	9
MONTHLY FEES _____	9
MOVING IN OR OUT _____	9
PARKING _____	9
PETS _____	10
ROADS _____	10
SALE OR LEASE OF UNITS _____	10
SCHEDULED MAINTENANCE _____	10
SIGNS _____	10
SMOKE DETECTORS _____	11
SMOKING _____	11
SNOW REMOVAL _____	11
STORAGE LOCKERS _____	11
TELEPHONES _____	11
TELEVISION _____	11
TRASH & RECYCLING _____	11
UNIT ALTERATIONS AND IMPROVEMENTS _____	11
UTILITIES _____	12
WATER CONSERVATION _____	12
WEBSITE _____	12
WINDOWS _____	12
 <b>APPENDICIES:</b>	
UNIT MODIFICATION POLICY _____	13
PET POLICY _____	14

## INTRODUCTION

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

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. You will find the answers to most of your questions about the building by turning to the Table of Contents and checking the appropriate heading.

The following Rules and Regulations have been adopted by the Board of Directors 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 of Directors uses as its primary governing document. Both documents are in force. In case of any conflict between these documents, the Bylaws will prevail.

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 of Directors 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 of Directors 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 Hitchcock Medical Center’s (DHMC) 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 monthly meetings of the Association’s Board of Directors, participate in discussion and otherwise get involved. Please consult the Gile Hill Condominium Association website ([gilehillcoa.com](http://gilehillcoa.com)) for meeting dates and location 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. 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 Gile Hill Condominiums and Rentals 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 by-laws, at a place designated by the Board of Directors 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. In order 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 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 of Directors, which will discuss the allowable styles, color, 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 of any type may be used on balconies, terraces or front decks. This is a violation of New Hampshire State law for multi-family buildings.

### **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 or Limited Common Areas.

### **Bird Feeding**

Although we enjoy having some birds around Gile Hill, natural food sources abound. Please do not install bird feeders. Please do not put breadcrumbs or food on the ground, as this will attract rodents.

### **By-Laws**

The by-laws of Gile Hill are contained in the documents you received at the time you purchased your condominium. If you have misplaced your copy and wish to review the material, you may obtain a duplicate copy by calling the Property Manager (cost \$15) or alternatively 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, lawn areas, woodlands, sidewalks, bike and pedestrian paths, etc. and are for the 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) carport and parking lot spaces. You as a unit owner are responsible for the upkeep of these areas.

### **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 and bicycles be placed in common area hallways or in any location outside of your own unit. 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 used primarily for vehicle parking. Reasonable storage of bicycles and other recreational equipment is permitted within the parking space or above storage lockers, but storage of household items, furniture, automotive supplies or equipment is not permitted. 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, and musical instruments at a reasonably low level to avoid disturbing your neighbors, particularly after 10pm and before 8am. Please also respect your neighbors when you host a party.

### **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 30 days of occupancy, unit windows which face any common streets and which 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 to be sure 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. Also, 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.

Each owner must complete and return 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. Specially designed electric metering to power electric vehicles may be installed at the owner's expense only with approval from the Board of Directors.

### **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, it is advisable to 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 heat, not smoke, activated. *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 in the hallway. 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 Maloney Properties by calling the 24-hour emergency number is 1-888-389-6687. Of course, if there is immediate danger to persons or property, call "911" first. If possible, determine the source of water and 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 icemaker, there is a cold water line located 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 bowl. If it does not, shut off the water valve.

**Shower/Tub** – Water shutoff controls are located behind the shower control knob plate. It is advisable to seek the assistance of a plumber 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. Damage from frozen pipes can cause extensive damage to other residents' property and incur substantial costs to the Gile Hill COA and thus to all owners. Please set your thermostat at a comfortable temperature, even when not at home. In the event of extended absences, it is recommended that owners make arrangements for someone to care for/and check on their unit to ensure the heat is on, there are no leaks, and the fire safety system is not failing. This is particularly critical during periods of freezing temperatures.

### **Guests and Tenants**

Since owners are responsible for the actions of their guests and tenants, please make sure that your guests and tenants 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. Extra copies are available at the Property Manager's office and on the Gile Hill website.

### **Heating & Cooling**

Gile Hill units are all equipped with individual high-efficiency heating systems. Your unit has an individual, programmable, thermostat that controls the temperature within your own unit. Please refer to the unit operating manual for more details. The heating system is serviced every two years (see Scheduled Service below). The service is authorized and approved by the Board and paid for from the monthly association fees.

Only two 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 will be located outside. . Installation of this type of air conditioner must be approved by the Board and coordinated through the Property Manager. . 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. As your unit has casement windows, window mounted air conditioners **may not** be used. Both of the allowed air conditioners are energy efficient and reasonably priced. Installation of any alternative air conditioner system or mechanism requires advance approval by the Board of Directors.

### **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 Gile Hill Condominium Association does not insure your personal possessions. 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 may be available from the Telephone Company or local cable provider.

### **Laundry Hook-ups**

All units are equipped with washer/dryer hook-ups. 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. Fires can begin if the dryer lint filter is not cleaned after each use.



### **Locks & Keys**

Maloney Properties maintains a key system for access to all units for emergencies such as fire, water damage or illness. Due to the possibilities of such emergencies, you are not permitted to change locks on your unit door or mailbox. If you would like to have your lock changed, please coordinate with the Property Manager so it is compatible with the existing system, No access to your unit will be allowed by outside parties except in the case of an emergency, or when you have received prior notification or if you have given management permission to enter.

### **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. However, in the event you do get locked out, you may contact the 24-hour emergency number for assistance. There will be a charge for this service and possibly a substantial waiting period before assistance can be rendered.

### **Mail & Packages**

Mail is delivered by the post office to the centrally located mailboxes. Registered, certified, insured mail and over-sized packages must be picked up by residents at the post office at 50 Main Street in Hanover. Please refer to the telephone number list at the front of this handbook for postal service hours.

### **Maintenance & Repairs**

Gile Hill unit owners are responsible for repairs to their units. Maloney Properties maintains a list of contractors who are familiar with the property, which is available on the Gile Hill website; 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.

### **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 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. All moves must be scheduled in advance with the Property Manager. 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. Your vehicles must be registered with the Property Manager. Please park in your deeded parking space only; do not use any other space. If you have a guest or tenant who will be using your own parking space, that vehicle information must be provided to the management office. 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, manufactured housing, unregistered motor vehicle, boat, trailer or snowmobile may be operated or placed in parking areas or any other Common Area.

All vehicles (including recreational vehicles) must conform to the space limits of existing parking spaces.

### **Pets**

Unit owners may keep in their pets in accordance with the Gile Hill Pet Policy and Procedure (see Appendix 2). Owners must register their pets with the Property Manager, and a pet policy form must be signed. Please refer to the Pet Policy and Procedure for more information. **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 using the regular building trash system.** Please note that 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. Pet owners are also required to observe rules established by the Town of Hanover (see Town Ordinance #29).

### **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. 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. Any lease of non-restricted units must be filed with the Property Manager and 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. In the event 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 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 also expected to comply with all Town of Hanover rules relating to leased residential property, including registering all leased property as required by town ordinance (Town of Hanover Ordinance #37). Owners should also be aware that renting units for 30 days or less are considered to be hotel transactions and require 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 on a bi-annual basis, including the heating system, dryer vents and smoke and thermostat batteries. This service is mandatory to assure that all units meet safety standards. The cost of this service is included in your monthly condominium fee.

### **Signs**

At no time may any sign, signal, advertisement or illumination be inscribed, exposed or projected on, at or out of any window or other part of a building 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 and the bi-annual servicing of the smoke detectors, it is the owner's responsibility to address any maintenance issues or repairs with 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. A key, or combination, for any lock installed on your storage locker must be on file in the property management office. 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. For your convenience, one such provider is listed in the front of this handbook.

### **Television**

The living room and bedrooms of each unit are equipped with outlets for connection to cable television. Cable television is available through the local cable provider listed in the front of this handbook. Individual antennas and satellite dishes are not permitted to be mounted on the building 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. Maloney Properties 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 written permission from the Board of Directors. Once the alterations or improvements have been approved, your contractor must provide the Board of Directors 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 for your unit. Each unit will be invoiced separately by Young's Propane and Liberty Utilities. Please contact the providers listed in the front of this handbook to arrange for gas and electric services. Should you ever smell gas, notify Young's Propane immediately at the number listed in the front of the handbook, and then notify Maloney Properties.

**Water Conservation**

Water-saving toilets and showerheads have been installed to help conserve water, and to 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 Gile Hill Condominium Owners Association maintains a website ((gilehillcoa.com) to communicate important information about life at Gile Hill. The Gile Hill Board posts meeting schedules, minutes and budget 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 CONDOMINIUM 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. Installation of 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 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, a copy of any building permits obtained by the unit owner shall be submitted and 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 P.M., 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 by-laws 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 AND RENTALS Pet Policy and Procedure

This Pet Policy and Procedure seeks to meet the needs of pets, pet-owning residents, no-pet-owning residents, and management 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. A resident who wishes to have a pet must obtain PRIOR written permission from Management. Management reserves the right to check references for previous pet ownership.
2. A Pet Rider must be signed for each pet, which provides permission for the resident to keep the pet.
3. 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.
4. 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 kept to a reasonable number ensuring no damage to the building and no disturbances to neighbors.
5. All dogs and cats over the age of six months must be spayed or neutered. If health problems prevent spaying or neutering, a veterinarian's certificate will be necessary and exceptions will be at the Management's discretion.
6. Residents may not harbor or feed stray animals.
7. This policy is subject to any additional rules imposed by providers of homeowners' insurance, if applicable, or the insurance carried by the property owner for the rental buildings. For instance, there are some breeds of dogs for which insurers may refuse to sell insurance.
8. 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 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.

5. 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.
6. Pet owners must make every effort to prevent pets from making noise that disturbs the peace or causes a public nuisance in any way.
7. Pet owners must repair completely, or pay the cost of repairing, Gile Hill property, and the property of Gile Hill residents damaged by the owner's pet.
8. Visitors with pets will be allowed as long as the unit owner notifies Management and ensures that visitors conform to this pet policy.
9. Pet owners must provide Management with the following:
  - a. A color photo and identifying description of each pet;
  - b. Veterinarian's name, address and telephone number;
  - c. In the case of dogs or cats, veterinary certificates of spaying or neutering, rabies, distemper combination, parvo virus, feline VRC, feline leukemia testing and other inoculations when applicable;
  - d. Dog and cat licensing certificates in accordance with local and state law; and
  - e. The names and telephone numbers of two caretakers who will assume immediate responsibility for care of the pet should the owner become ill or otherwise become unable to provide care; these caretakers must acknowledge their responsibilities by signing the Pet Rider.

### **C. MANAGEMENT RESPONSIBILITIES**

1. Enforce this Pet Policy and Procedure in a fair and just manner.
2. Keep records of pet information, investigations of complaints and issuance of warnings, billing for damages, scheduling for repairs, etc.
3. Declawing of cats will not be required by Management. However, the pet owner is fully liable for all destruction of property.
4. Establish a Pet Committee and refer all written complaints to the Pet Committee (see below) for resolution. No credence shall be given to verbal or unsigned complaints.
5. Upon second notice of a legitimate written complaint from the Pet Committee to the pet owner, Management will advise the pet owner that any further notice shall be cause for termination of the Pet Rider and 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.
6. For a renter at Gile Hill, termination of lease proceedings may be instituted against the pet owner if the pet owner violates any provisions of this Pet Policy and Procedure.

### **D. PROTECTION OF PET**

1. No pet may be left alone without proper care for more than 24 hours, except that dogs may be left alone for no more than 12 hours.

- If the health or safety of a pet is threatened by incapacity or death of the owner, the Pet Committee and/or Management will contact the caretakers designated by the pet owner. If the caretakers cannot be located or are unable or unwilling to assume responsibility for the pet, Management may enter the unit to remove the pet. Management may contact the local humane society or animal control facility for assistance in providing alternate arrangements for care. Any additional expense associated with removal of the pet shall be the responsibility of the unit owner.

**PET RIDER**

PET TYPE	SEX	PET NAME	PROOF OF NEUTER/ SPAY	PROOF OF INOCULATION S	LOCAL LICENSING CERTIFICATE	COLOR PHOTO & IDENTIFYING  DESCRIPTION

In accordance with the Pet Policy and Procedure, here are the names and contact information for my pet's veterinarian and two caretakers. The caretakers will sign this Pet Rider to acknowledge that they will take responsibility for the pet should I become unable to care for my pet.

**Pet Caretaker #1**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_

**Pet Caretaker #2**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_

**Veterinarian**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_

**By signing this Pet Rider, I agree to comply fully with all provisions of the Gile Hill Pet Policy and Procedure. I understand that my failure to comply with any provision of this Pet Policy and Procedure may result in revocation of this Pet Rider, in which case I will be required to remove my pet(s) from Gile Hill.**



**PET OWNER**

Full Name \_\_\_\_\_

Unit Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**MANAGEMENT**

\_\_\_\_\_  
Maloney Properties as Agent for Gile Hill

Date \_\_\_\_\_