

2020

Welcome to 339 Ocean Blvd



339 Ocean Boulevard Condominium
Homeowners' Association

Owner's Handbook

July 2020

- 339 Ocean Blvd. Owners' Association



Photo by Lisa Trottier

Introduction

Welcome to 339 Ocean Boulevard! We are so happy to have you join our association and look forward to meeting you and yours. This is a small condominium association striving to encourage a fair, friendly living community. You are our neighbors so please introduce yourself if you see any of us in the elevator coming and going! We created this owner handbook for you in order to make the move in process as well as condo living a little easier. We hope you will find this handbook a great resource. We are all here to help you in any way possible! This handbook is a quick review of some (not all) of the rules, guidelines, codes, etc. that will make the introduction to “all things 339” much easier. The complete condominium documents (Declaration, By-Laws and Amendments) can be found on the association’s management company’s website www.cpmanagement.com. Our official name is *339 Ocean Boulevard Owners’ Association*. It will be referred to as “339 HOA” in this handbook. Please take a moment to read the manual, then sign and return the acknowledgement/pledge form.

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339 HOA Condominium Documents (located on the CPManagement, Inc. website)

<https://www.cpmangement.com/properties>

The below link will take you directly to the 339 page:

<https://www.cpmangement.com/properties/NH/Hampton/339-Ocean-Boulevard/153>

Once on the 339 page, click the "Client Login" button to enter your private area.

User = 339OBlvd

Password = 51339#!

Once you login, you will have access to 339 Financials, Newsletters, Forms, Legal Docs, and other Owner Information.

THE 339 PROPERTY / UNITS

339 HOA has 24 residential units and 7 commercial units built in 2014. There are six residential units on each of floors 2 through 5. They are numbered starting with 201 to the north extending to 206 at the south end of the building. There are three sizes of units. The north corner units are approx. 1727 sq. ft. The middle units are approx. 1641 sq. feet and the south-end corner units have approx. 1129 sq. ft. Each residential unit has exclusive rights to use their 2 assigned, numbered parking places. There are mailboxes located in the lobby directly in front of the elevator. Our ocean decks face east. Our back walkways face west.

The commercial units are all on the first floor. They have no parking spaces in the parking lot and do not have mailboxes.

Currently the commercial units are:

- 101 Pizzeria 339
- 102 Retreat 339 Yoga & Mindfulness
- 103 Oceanfront Convenience
- 104 Aloha Ice Cream.
- 105 Seacoast Investments
- 106 106 Lendio ...and 339 storage units
- 107 Seacoast Investments

ASSOCIATION BOARD OF DIRECTORS

President - Joe Mancini

Vice President - Sue Welch

Treasurer - Scott Barrett

Commercial - Karloss Kozal

Director – Steve Bezreh

These are elected positions. Please note that all the Board of Directors have outside, full time jobs. The five members of the Board shall be elected to serve staggered terms. All members shall serve for two (2) years. Three (3) shall be elected in even numbered years and two (2) shall be elected in odd numbered years. Thus, only three (3) of the members shall be replaced in the year of this recording to begin the staggered terms. Among themselves, they will establish which members will serve for (2) year terms with direct election for the appropriate term thereafter. This provides consistency and a smooth transition as board members change.

ASSOCIATION PROPERTY MANAGER

Firm name: CPManagement, Inc. (referred to as “CPManagement, Inc.” in this handbook)

Key personnel:

James Horne (President)

Tracy Long (Controller)

Sam Raynor (Property Manager)

Martha St. Peter (Residential
Coordinator)

Tammy Noonan (Service Coordinator)

Website: <https://www.cpmanagement.com/client-login>

Access code: **339OBlvd**

Password: **51339#!**

Email address: Samr@CPManagement.com

Phone number: 603-778-6300

11 Court Street, Suite 100

Exeter, NH 03833

OWNER'S DIRECTORY / CONTACT INFORMATION

This is a **confidential** spreadsheet containing the names and contact information for each owner. It is also given to our management company and is available on the website. The list is used for the purpose of communication and contacting owners. It will not be sold or distributed outside of the 339 HOA. The owners are asked to respect the privacy of this personal information. Please provide CPManagement, Inc. with your information so you can be added to the list. In the event of owner's contact information changing, it is the responsibility of the owner to contact CPManagement, Inc. and request this information be revised and updated in a timely fashion. It is useful more times, than you would think. This list will be emailed to all registered owners. It also includes the owners' assigned parking spaces.

MEETINGS / VOTING

339 HOA has various meetings. You will be notified of the dates by CPManagement, Inc. Your voting rights are weighted by your unit square footage as defined in the 339 HOA Condominium documents. If you are unable to attend, please know that voting is important, and **proxies** are available at CPManagement, Inc. Every attempt is made to have electronic capabilities at the meetings. It is very important to 339 HOA that owners are kept informed so that an educated decision/vote can be cast in the best future interests of the 339 HOA. We encourage owners to gather their facts and information from sanctioned resources such as the CPManagement, Inc. owner website and email updates from the BODs. Your positive contributions and input are needed and appreciated!

ACCESS CODES / UNIT ACCESS PERMISSION

A list of our confidential access codes is maintained and distributed by CPManagement, Inc. It includes codes for entering the building doors, trash rooms, stairways, CPManagement, Inc. website, etc. These codes will be updated annually after the summer rental season or if necessary, in the case 339 HOA has any security issues. In the event of any code change, owners will receive an email notification. Please keep yourself updated and check your emails on a regular basis. This is the fastest, most efficient way for the BODs to notify owners of any changes. Please do your part in checking your emails.

There is also an authorization form to complete in order to provide third party access to your unit. Note that no one will enter your unit without your written permission.

COMMUNICATION

When CPManagement, Inc. and/or 339 HOA Board of Directors need to share information with you, they will use your **email address**. There is an emergency plan that has been created that goes into effect in the event of an emergency. There is also a 339 Facebook page that you can join if you wish. This site is purely social and **not a sanctioned site** for any official correspondence or factual organizational information.

Many owners never use Facebook. In Facebook search for the "339 Ocean" group and click "Join". It is only for personal things and not for sharing "problems" or issues with the property. **Think before you POST!** A good example for its use is when you need an extra parking space. Post it and you will get responses. Need a good restaurant? Just ask. When do the fireworks start? Someone will know. Want to see the most beautiful sunrise pictures of the beach? Go to Facebook. Several owners take stunning pictures. We try to avoid "complaining" through social media. There is a protocol that should be followed on the CPManagement, Inc. owner website for expressing concerns or problems. Reporting can be filled out and submitted through this venue. Please allow 5 business days before expecting a reply. If you do not receive a reply, you can reach out to a board member and ask that they follow up with CPManagement, Inc. in getting the issue answered or resolved. There is also a glass encased bulletin board in the lobby. Informational items are posted there.

NEW HAMPSHIRE PROPERTY TAXES

Town of Hampton property taxes are due twice a year: July and December. There is a small difference in rates if you rent your unit that is automatically applied. If you do not rent, you can apply for a tax reduction at the Hampton town hall. For form, download the [2018 APPL FOR PRECINCT EXEMPTION.pdf](#) at <https://hamptonnh.gov/index.php/departments/assessing/assessing-forms/>

As a taxpayer in Hampton, NH you are eligible to acquire resident parking stickers from the town of Hampton so that you may use any one of the town's designated parking areas free of charge. Additional information can be found on the town's website hamptonnh.gov or by visiting the Hampton town hall. You will be required to provide proof such as a tax receipt and vehicle registration.

FINANCIAL

339 HOA dues are collected on a quarterly basis for the residential and commercial units. 339 HOA dues currently include water, sewer, master insurance policy, snow removal, landscaping, common area maintenance and trash removal. The budget is discussed and approved at the annual meeting in March or April. 339 HOA dues are based on your square footage.

Jan/Feb/March: You will receive a bill in the mail in March for the next quarter.

April/May/June: You will receive a bill in the mail in June for the next quarter.

July/August/September: You will receive a bill in the mail in Sept for the next quarter.

October/November/December: You will receive a bill in the mail in Dec. for the next quarter.

Make your check payable to **339 Ocean Boulevard Condominium Homeowners Association**
c/o CPManagement, Inc.
11 Court Street, Suite 100
Exeter, NH 03833

The 339 HOA does not accept credit cards.

UTILITIES / CABLE / US MAIL

Electric service is provided by:

Unitil (Seacoast)

Customer Service

800-582-7276

Monday – Friday 7am – 9pm

Sat 8am – 8am

Cable services (tv, phone or internet) are currently provided by:

Comcast

800-934-6489

xfinity.com/customersupport

US Mail

Each residential unit has a locked mailbox located inside the hallway in front of the elevator. A key is needed to unlock the box door. Only the owner has the key. There is a box for *outgoing* mail located in the upper right-hand corner. Packages for owners are usually left on top of these mailboxes. There are no mailboxes or deliveries allowed in the lobby for the commercial units. Please do not remove or move any of these packages unless they belong to you or if you have obtained permission from the residential owner.

PETS

There is a pet policy that can be found on the CPManagement, Inc. owner website page. Only small domestic dog or cat, less than 30 lbs, will be approved by the HOA BOD to be on the 339 property or in an owner's unit. There will be no verbal permission granted as our 339 HOA insurance needs to have specific information on file. This protects 339 HOA from liability issues. Any owner wishing to have a pet must complete a pet registration form. If an owner has a *visitor with a pet*, that pet must go through the same procedure prior to being on the 339 premises and be granted approval by the 339 HOA BOD. This form is located in the "**forms**" section of this manual. Noncompliance could result in fines or other remedies. An owner must pick up after their pet. **Renters and their visitors are not allowed to have pets.** The State of NH requires that all dogs over three months of age be licensed. This can be done at the Hampton Town Clerk's office (100 Winnacunnet Road) or online. The beach has its own rules for allowing animals and their own fines.

SMOKING POLICY

The 339 Ocean Boulevard Condominium is a non-smoking building in all areas. Smoking includes cigarettes, cigars and use of any illegal substances. Use of all types of smoking devices, including but not limited to e-cigarettes and vaping is not allowed. This regulation is designed to meet the insurance guidelines of this building and be respectful to non-smokers. Noncompliance will result in fines to the owner.

RENTING YOUR UNIT

Note that all unit owners who are currently renting or are considering renting their units must comply with local and NH state regulations and laws. This includes the "Certificate of Rental Occupancy" form from the town of Hampton and a "Meals & Rentals Tax Operators License" from the state of NH. If you have a rental agent doing the rentals for you, they may have this license under their name if they collect the tax. CPManagement, Inc. must have copies of these documents kept on file. 339 HOA insurance requires this. You are also required by the HOA to annually complete the Intent to Rent Form and submit to CPManagement, Inc. prior to your first renter occupying the unit. This form must be kept updated and on file with CPManagement, Inc. Failure to do so will result in fines.

Renting is a privilege. These are our homes. What happens in units with vacationers affects us all. We strive to make it a positive experience for them while respecting all the remaining unit owners and their family and visitors as well.

339 HOA has attempted to create protocols that will enhance the renter's understanding of what is expected in the common and limited common areas of the property.

Renting your unit is allowed per 339 HOA Condominium documents *WEEKLY* from May 1 to September 30 and *MONTHLY* thereafter. The owner is responsible for all actions of the renters and their visitors. If you create a "Renter's Manual" for use by your renter, 339 HOA requests that it includes items that effect the 339 HOA common and limited common areas as well. Those bullet points are summarized in

the *Renter Rules and Regulations* form located in this handbook. It is the responsibility of the owner to communicate these rules to their renter. The renter's vehicle should have a parking placard on their driver's side dash clearly visible at all times. It identifies the vehicle as being approved to be on the premises and contains the contact information in the event of any issues.

There is a summary of the unit owner's responsibilities relative to renting located in the "**forms**" section of this handbook. If you plan to rent, complete the Intent to Rent Form and submit it to CPManagement, Inc. prior to your first renter occupying your unit.

PARKING

Parking is by Permit / Placard Only. Obtained from the unit owner.

Each residential unit has been assigned 2 spaces for parking. These spaces are not our personal property. They are considered "limited common area." You cannot alter them (change the numbers; alter the space; etc.). Some of these spaces have lifts located in the covered garage. A lift equals two parking spaces. A template of these parking spaces is on the Website. The use of space #49 next to the west entrance is for **OWNERS or their visitor's only** and **MUST** have the owners' visitor's placard displayed properly in clear view or it will be considered in violation and will be towed at the owner's expense without prior notification. This space is for short-term use only, no more than 12 hours. This space is intended to be shared by all owners. Please be considerate when using this space. It is a great unloading zone. This space is NEVER to be used by renters or their visitors, the commercial unit owners, employees or customers.

Parking at Hampton Beach is at a premium. The same is true for parking at 339. Several condos on the beach only have one space per unit so we need to consider ourselves fortunate. A parking permit placard needs to be placed on your car dash and is available on the Website. Your visitor and renters must display a placard. This identifies the vehicle as belonging on the property and will minimize any confusion in the event there is a concern and the vehicle owner needs to be contacted. Please know that you or your visitors or renters risk towing at vehicle owners' expense if you don't follow the parking protocol. The visitor's space and the handicap spaces are not open for use by your renter or their visitors.

If you need additional spaces, feel free to post it on the 339 Facebook page. Everyone is used to this and will help most always. Remember that not all owners participate in Facebook. Another suggestion would be to send out a request using an email. You can also obtain a free beach parking decal (as a resident) for use at the Church Street lot (the closest one). There are other parking lots as well. Get this decal from the Town Clerk's office located at 100 Winneconnet Street.

Parking "complaints" make up one of the most time-consuming frustrations at 339. A serious attempt to correct this is currently being taken. Put your placard in clear view on the vehicle driver's side dash. Have your visitor do the same. Do not park in anyone else's spot without their permission or you risk being towed at your own expense. Do not park in space #49 for more than 12 hours. It is the responsibility of the owner renting to inform your renter of the rules. They DO NOT have use of the

visitor space #49. Sounds simple! A sample-parking placard is located at the end of this manual under “**forms.**” If the previous owner did not supply you with parking placards, please tell CPManagement, Inc. and they will be supplied. If a vehicle is towed, contact *Dave’s Garage: 603-435-8235.*

See the Winter Parking Protocol & Snow Removal section of this handbook.

Boats, trailers of any kind or motor homes are prohibited.

HEATING / COOLING SUMMARY

Your condominium unit has two heating systems. The primary heating and air conditioning system consists of a master pump on the roof of the building and 3 wall mounted (just below the ceiling) heating/cooling units, one in each of the living area, guest bedroom and master bedroom. Each has a remote-control thermostat. The secondary electric heating system, the **Stelpro**, consists of 4 ceiling mounted heating units two in the living area and one in each bedroom and three permanently wall mounted square thermostats. This system is used to back up the primary system. Each of the two systems have separate instructions. All Heating equipment including roof units are owner’s property.

Panasonic (Primary heating and Air Conditioning System)

As per condominium association rules, during cold months all three units of the primary heat system must be on and heating at least to a minimum of **60 degrees.**

ALL three Panasonic units have to be set for **the same function**---either heating or cooling. If not, they will not operate! In the summer it is set for cooling. The units sometime do not respond properly to mode changes (between heat and AC). Panasonic recommends changing the mode and then turning the units Off then ON. This will ensure each unit is operating in the correct mode. Each unit has a light in the lower right that indicates its mode:

Cooling – **green** light on the unit

Heating – **red** light on the unit.

Temporary flashing indicates the unit is attempting self-maintenance. If the flashing lasts more than a few minutes or stops but resumes after a few minutes there is a problem. Please consult your user guide or call your heating/air conditioning contractor. Recommendations are presented later in this handbook.

Off – lamp off

To turn the unit *on* or *off*: Push the white button on the unit or the **orange** button on the remote.

To change the temperature: Use the temperature up or down arrows on the remote.

When left alone, the display temp indicates the current temp of the room. Once you press the up or

down arrow, the number displayed is what you have set it as.

The "Auto" setting does not work reliably, so do not use it.

The filters in each unit need to be cleaned periodically. Rinse with water. The units will run more efficiently when the filters are regularly cleaned, both saving energy/money and better cooling or heating.

There are several other functions on the remote. But you may have no interest in them. Please refer to the full Panasonic operating instructions for additional information. For example, the fan speed, night setback, etc. are located in the pull-down section of the remote.

Stelpro (Backup Heating System)

This electric heating system is used as a backup system when it is very cold in the winter. It could function alone if needed. It supplements the main Panasonic heating system. You will not need to touch it in the summer.

The vents for this system are located in the eating area ceiling, the den area and each bedroom. An additional vent might have been added to the west hallway.

This heater should be set LOWER than the Panasonic system, but **not below 55 degrees**.

If you are away during the winter months, you are responsible to set your three (3) **Panasonic wall units to Heat at 60 degrees (or higher) and your Stelpro back up system at 55 degrees or higher.**

CPManagement, Inc. remotely monitors these temperatures. The monitor is located near the west door. If your monitor alarm goes off (meaning the temperature threshold has not been met), someone will need to go into your unit to check the status. You must give written permission for that person to enter your unit. In the event of an emergency, someone will enter the unit in whatever way possible at your expense.

Do Not Turn Off Your Heat when you leave in the winter! This could result in frozen pipes. You could be personally liable. This is very important.

TRASH / FIRE SPRINKLERS / EMERGENCY PLAN / SNOW PLOWING/ WINTER PARKING PROTOCOL

Trash

There are TWO trash rooms located in the back (west). One is north and another one is on the south. The entrance code to both rooms are the same and can be obtained from CPManagement, Inc. Property Management. The Town of Hampton does not pick up our residential trash or recycling. Commercial units have trash and recycling picked up daily from the street. The Town does take trash removal very seriously. Hampton Beach has the distinct honor of being one of the cleanest beaches in the country! Watch the entire beach being tractor raked every night in the summer in the wee hours of the morning.

Residential trash bins in the 2 trash rooms are emptied once a week on Mondays and every OTHER Monday they also pick up the recyclables. A few trash etiquette items. All boxes must be cut or broken down. Standing boxes are not acceptable. All garbage must be in bags. Do not throw loose trash into the bins. The blue recyclable zero-sort bins accept cardboard/paper, plastic, metal and glass. They do NOT accept plastic bags, single use items (Styrofoam), hazardous materials, medical waste, tarps, etc. There are posters in the trash rooms as well as in the “forms” section of this handbook that displays all NOT ALLOWED items. All lids need to be completely closed, so no gap exists between the tote and lid. They are only for residential owners and their renter’s household trash and recycling—not furniture or any other items. They are only for 339 residential owners or their renter’s use. Do not bring in trash from outside 339. As an owner, you are able to obtain a permit from the town of Hampton that allows you to use the local Transfer Station 603-929-5930. You can bring items here that you cannot dispose of in the 339 trash rooms. Obtain this free decal from the Town Clerk. See the Transfer Station Information Sheet in the “forms” Section of handbook.

Garbage Disposal (from Angielist.com)

The handy kitchen garbage disposal is useful for getting rid of a variety of food scraps and waste that might otherwise create unpleasant smells in the kitchen. Please do not dispose of grease, fats or oils in the drain or garbage disposal. Many foods can actually damage your disposal or render it useless. A common misunderstanding about garbage disposals is that the device includes "blades," when in actuality it contains a ring of teeth-like shredders that grind the food and force it down the drain. While there is no real way to sharpen these shredders (which are still often referred to as blades), keeping them clean is key to an efficient garbage disposal. You will find a helpful guide of what you should NOT be putting down your garbage disposal in the “Forms” section of the handbook and on CPManagement, Inc. website, the owners’ page.

Fire / Emergency Plan

The building has a fire sprinkler system. We encourage you to have a fire extinguisher in your unit. Use the stairways in a fire emergency – not the elevators.

An **Emergency Plan** has been developed and is located in the “forms” section of this handbook. It is a plan to provide guidance for all owners, residents, visitors, guests and others in the event of emergencies. The discussion is followed by an action plan. Take the time to read this thoroughly.

Snow Plowing / Winter Parking Protocol

339 HOA has a snow plowing contract. They plow the parking lot and shovel the west facing walkways. They do not shovel the ocean facing decks. In the winter during heavy, plowable snows (meaning at least 3 inches of snow), vehicles normally parked near the building should be moved to the west area of the parking lot- then back after the initial clean up. This will never be perfect, but they try very hard to clear the areas and usually do a great job. Please be mindful and follow this protocol. **Vehicles cannot be stored or left in the parking lot during the winter** months unless you are there to move them during snow plowing. Follow the winter parking protocol posted on the CPManagement, Inc. website owners page and posted on the lobby bulletin board. During snow events, 339 needs to be efficiently cleared. If the winter parking and snow removal protocol is NOT followed, it could result in additional plowing or clearing fees!

When clearing the ocean facing decks, be sure to know the location of the sidewalk lights below. Several have been damaged from shoveled decks or falling snow.

MAINTENANCE REQUESTS / CONCERNS & COMPLAINTS

Maintenance issues on the outside of the unit or common area are the responsibility of the HOA. If you have a problem with common areas, please complete the maintenance request form located on the CPManagement, Inc. website. The calls need to be placed through CPManagement, Inc. and not the Board of Directors. If you do not get a timely response, call back. CPManagement, Inc. will communicate the concerns to the 339 Ocean Association's Board of Directors. If you have a problem, concern, or complaint with any issues, please communicate this to CPManagement, Inc. The Board of Directors will be notified. Give them a reasonable amount of time to problem solve the issue.

It is the owners' responsibility to repair anything on the inside of the unit. The residential interior space of each unit is defined as anything from the inside of both the west and east walls and doors. Commercial space is defined differently. These unit spaces are defined by the outside of both east and west windows, window frames and doors. These definitions of “space” are found in the 339 bylaws.

VENDOR LIST

Unit owners are responsible for issues within the interior of their units.

The CP Management can recommend local contractors. **Please make sure that all contractors working on the property are licensed and insured.** These certificates must be provided to CPManagement, Inc. before working in your unit. It is an insurance requirement.

CLEANING: BUILDING / DECKS / WINDOWS

The association will power wash the building exterior annually (Does not include windows). **DO NOT** use chemicals to wash your decks. The runoff affects the units below you. You will be responsible for your runoff damaging or dirtying other units below you. Please maintain your balcony responsibly.

STAIRWELLS / ELEVATORS / ROOF / DRIVEWAY

The building has **two** stairwells, one north and one south.

In the event of fire, use the stairwells, not the elevator. The stairwell doors will automatically attempt to close. However, often times they do not *entirely* close and latch. Please make sure, when you, guests, or friends enter or exit the stairwells the door is closed and latched. The ocean winds frequently prevent the door from completely closing. The stairwells need to maintain a temperature threshold to prevent the sprinkler system pipes from freezing or bursting. It is important to take a moment when you exit the building to ensure the doors have been closed and latched. Tug on it to make sure.

No items are permitted to be stored in the stairwells or walkways. No bicycles, beach chairs, umbrellas, etc. It is against the fire codes.

The entrance to the stairwells from the first floor is locked. The lock box code can be obtained from CPManagement, Inc. CPManagement, Inc. will be sending the access codes via e-mail to the registered owner. Please make sure your contact information on file at CPManagement, Inc. is up to date. Unit owner's trash door key also works.

There is an elevator in the middle of each floor. If it is not working or any other problem, please call CPManagement, Inc. and they will have it serviced. It is important to clean off any sand you have on your feet as it ends up in the elevator shaft, which causes problems, and tracks into the lobby creating additional cleaning fees. Please use the foot wash to help keep our place clean.

Owners, contractors or other person should not go onto the roof unless given permission by the CP Management. The unit HVAC and mechanicals are located on the roof. Keeping our units warm and all systems functioning properly becomes more difficult when the stairway doors are open as well as the roof entrance. Really pull on the stairway door as you exit keeping in mind that the winds are **very** strong, and the door can easily remain open.

Our driveway is an Eco-pave product which has very specific rules to maintain the integrity of the pavement. Refer to that section in the Condominium documents. Additionally, our property must be in compliance with the EPA regarding run off to the drains that have an impact on the marshlands. CP

Management can clarify if needed.

RENTER RULES & REGULATIONS (*Common and Limited Common Areas Only*)

There is a summary version of the “Renter Rules & Regulations” located in the “forms” section of this handbook. These rules are relevant to the common and limited areas of the 339 HOA only. Not the individual units. The unit owner must develop those guidelines.

UNIT OWNER SUMMARY OF RENTAL RESPONSIBILITIES

There is a summary of the unit owner’s responsibilities for renting located in the “forms” section of this handbook.

The owner or agent for the owner who rents is required to complete the Intent to Rent Form and submit it to CPManagement, Inc. before the FIRST renter occupies the unit annually.

COMMERCIAL UNIT OWNER SUMMARY OF RESPONSIBILITIES

There is a summary of some (but not all) of the commercial unit owner’s responsibilities located in the “forms” section of this handbook. Please refer to the condominium documents for complete guidance.

MOVING POLICY

Please refer to the Moving Policy located in the “forms” section of this manual and the CPManagement, Inc. website. It contains the reservation form to be completed to insure that property and people are protected from damage, and both you and the movers will be able to move as easily as possible. Various items will need to be done by CPManagement, Inc. to prepare for this. Example...putting padding up in the elevators, and the additional trash that is created by those that move in and out. Complete the form and return it to CPManagement, Inc.

339 STORAGE UNITS

Dave & Kara Hartnett (603-765-8037), residential owners, also own a commercial unit at 339. They have made part of their commercial space available for private storage for interested owners of a 339 unit. This is available on a rental basis from July to July and is subject to availability. Contact them directly if you are interested! You must provide a lock for the storage unit. It has light and is cooled/heated. A great place for your beach items or holiday decorations, etc. 339 HOA does not own, operate or maintain this storage space in any way.

ACKNOWLEDGEMENT / PLEDGE FORM

Both residential and commercial unit owners are required to sign this form (located in the “forms” section of this manual) in order to formally acknowledge the receipt of this handbook and your willingness and pledge to follow the 339 HOA Condominium documents, rules, regulations and guidelines. Return it to CPManagement, Inc. We have tried very hard to make these rules reasonable and fair. Help us to develop a community that we can all proudly share.

COMPLIANCE / SCHEDULE OF FINES

We are currently developing the schedule. It will soon be included in the handbook.

FORMS/GUIDES (SAMPLE FORMS ONLY) APPENDIX

OFFICIAL FORMS ON THE CPMANAGEMENT, INC. WEBSITE, OWNERS PAGE

- Form 101 - Sample Parking Placard
- Form 102 - Owner's Directory /confidential contact information
- Form 104 - Moving Policy
- Form 105 - Unit Access Permission
- Form 106 - Maintenance Request (plus Concerns/Complaints)
- Form 107 - Pet Registration
- Form 108 - Access Codes CONFIDENTIAL
- Form 109 - Emergency Plan
- Form 110 - Renter Rules and Regulations
- Form 111 - Compliance: Schedule of Fines
- Form 112 - Voting Proxy Sample
- Form 113 - Trash/Recycle Guidelines - LIST OF UNACCEPTABLE ITEMS
- Form 114 - Trash/ Recycle Guidelines - LIST OF ACCEPTABLE ITEMS
- Form 115 - Garbage Disposal Guidelines
- Form 116 - Unit Owner's Summary of Rental Responsibilities/Acknowledgment
- Form 117 - Unit Owner's Intent to Rent Form
- Form 118 - Owner's Handbook Acknowledgment (residential and commercial)
- Form 119 - Commercial Unit Owner's Summary of Responsibilities
- Form 120 - Town of Hampton Administrative Listings
- Form 121 - Hampton Transfer Station Information

339 OCEAN BLVD RESIDENTIAL RENTAL/VISITOR PARKING PASS

Date _____

Unit number: _____

Parking Space Number _____

Contact Phone Number: _____

Note:

- 1) Visitor and Handicap Spaces NOT ALLOWED TO BE USED BY RENTERS OR THEIR GUESTS
- 2) Trailers and boats strictly prohibited

Failure to comply with Association rules may result in vehicle being towed at owners expense.

Must be placed in front windshield in clear view.

Unit Access Permission Form

UNIT #:

OWNERS:

PREFERRED UNIT OWNER CONTACT INFORMATION:

- **EMAIL:**
-
- **TELEPHONE NUMBER:**

The Board of Directors request that each owner complete this form to allow third party access to your unit when you are not available. Reasons for access vary but may include damage assessment, heat checks, or access for other building related issues.

In case of an emergency, the Board would like to know that each unit owner has arranged to have someone checking their unit to see if there is any damage to their unit.

Please print the name and contact information for the following:

I have given the following person(s) approval to have access to unit # _____
in the event of an emergency:

• Name: _____ Contact Number: _____

• Name: _____ Contact Number: _____

SIGNATURE OF UNIT OWNER(S)

Owner #1: _____ Date: _____

Print Name: _____

Owner #2: _____ Date: _____

Print Name: _____

Please send completed form to CP Management

Form 105 - Unit Access Permission

339 Ocean Boulevard Condominium Homeowners'
Association

Pet Application

Owner's Name: _____	Email Address: _____
Unit number: _____	Type of pet: _____
Pet's Name: _____	Breed: _____
Gender: _____	When did you acquire this pet: _____
License: _____	DOB? _____
Age: _____	What is your pet's anticipated mature weight in pounds? _____
Present weight in pounds: _____	Do you have insurance in place to cover any damage your pet might cause?
Is pet full-grown: _____	Yes No
Are shots and vaccines current: _____	Policy #: _____
Is pet spayed/neutered: _____	and term of coverage from: _____ to: _____
If yes, please outline the insurance, company name: _____	

Please describe all behavior incidents: biting incidents, other pets attacked, etc:

Please describe your pet's physical appearance or any distinguishing characteristics:

I certify that all information provided on this form is accurate.

Signature _____

Date _____

Please include a picture of your pet.

Notes:

Owners are reminded to ensure that their individual insurance policies include updated liability for pets. Inaccurate or old information provided to the Board of Directors on this application could subject applicants to 339 Ocean Blvd Condominium Homeowners' Association fines and/or loss of pet privileges.

As per the By-laws, Section VII., Paragraph L: "Pets shall be allowed only with the written permission of the Board of Directors and such permission may be withdrawn should the pets become a nuisance to other unit owners."

The BODs require that unit owners that plan to bring a pet on the premises to please complete the attached form and return it to CPManagement, Inc. **Note that no pets are allowed for renters.** If an owner has visitors that bring a pet, the form must be filled out and approved prior to the visitation. These pets will be subject to the same rules as owner's pets.

The BODs will review all applications and get back to you ASAP with their decision. No verbal permission will be granted. Additionally, as unit owners consider new pets that they wish to bring on the premises, it is expected that an application will be submitted to CPManagement, Inc. for review and approval by the BODs prior to bringing the pet on the premises.

The following rules will apply to all owners and pets approved by the Board:

Only one pet per unit will be approved

The Maximum weight for the pet species is 30 pounds (unless grandfathered in)

Owners are responsible for picking up after their pets throughout the 339 property.

All pets in common areas must be held, on a leash, no more than 8 feet in length or in a carrier.

No pets shall be left unattended or tethered or tied to anything in common areas or limited common areas of the 339 property.

If pets become a nuisance (for example - continuous barking or displaying aggressive behavior), they may be ejected at the discretion of the Board of Directors.

Form 107 - Pet Registration, page 2 of 2

339 Ocean Boulevard Condominium
Homeowners' Association

ACCESS CODES - CONFIDENTIAL

Access Codes will change annually after the summer rental season (approx. the end of September). They might also change at any time due to security concerns or other issues. Owners will be notified via email before the changes are made.

Building Entrance Doors: #XXXX

Each owner's entrance code is different. There is an entrance door to the hallway at 339 both on the ocean facing side of the building (east) and an entrance in the back facing the west (parking area). The ocean facing entrance is easy to miss as it is recessed a bit.

Stairwell Lock Boxes: XXXX

This code comes in handy in the event the elevator is not working, and you do not have your keys. Both the north and south stairwell doors share the same entrance code as the trash rooms.

Trash rooms: XXXX

The north and south-end trash rooms share the same entrance code.

CPManagement, Inc. (339-owner website)
www.cpmmanagement.com

Access code: XXXX

Password: XXXX

Comcast Wi-Fi: 339 does not have a shared building Wi-Fi. If you have Wi-Fi in your unit and do some renting, you will need to communicate this code in your renter's manual.

Codes you need to give your renter:

- building entrance
- stairwell door lock box
- trash room door

The 339 Handbook is not for view or use by a renter. **Never** give a renter the CPManagement, Inc. website codes. This site is ONLY for 339 owners. Please respect the hard work done by all in establishing our website owners' page as a great resource for the convenience of each owner. **The information found on these pages is private property and should not be copied, shared or reproduced for any purpose other than personal use.**

339 Ocean Blvd Condominium Association Emergency Plan

Purpose:

The purpose of this plan is to provide action guidance to owners, residents, renters, guests, and any other persons or entities with an interest at the condominium located at 339 Ocean Blvd, Hampton, NH, in response to emergency situations.

Scope:

This plan focuses on the results of possible emergencies, not the emergencies per se. It provides guidance to assist in dealing with potential adverse effects on the 339 Ocean Blvd condominium caused by emergency situations; potential actions to mitigate complications caused by these situations, where appropriate; and follow up actions recommended to evaluate and take corrective actions, where appropriate.

This plan indicates the emergency action responsibilities of the 339 Board in conjunction with the CPManagement, Inc. as well as those of individual unit owners in accomplishing emergency management. Further, the plan provides guidance as to actions to take to adverse events affecting the condominium and describes specific processes that may be used to administratively deal with problems associated with emergency situations.

Discussion:

An emergency situation is any condition, natural, man-made, or some combination of both, that may place occupants of the building, individual residential and commercial units within the building, or the building itself in some sort of jeopardy. Natural conditions typically include adverse weather (e.g., storms, below freezing or extreme high temperatures, hurricanes and/or high winds, earthquakes, and any other similar situations). Man-made conditions could include things such as scheduled power/water outages, or accidents. Situations that could fall into either category are things such as immediate personnel health or security emergencies, fires, smoke, flooding, unscheduled power/water outages, etc.

Emergency Action Responsibilities:

339 Ocean Blvd Condo Board/CPManagement Inc.:

- Develop an emergency plan.
- Maintain association contact list of all owners. Update information as changes occur. Provide list to all members annually, electronically and in hard copy.
- Maintain keys, door access codes, and security alarm access codes for all building units. Maintain owner unit access permission authorization forms for entry into individual units.

- Notify owners/residents via email, to the extent practical, in advance of an expected natural or man-made emergency situation that has potential to create problems in the 339 Ocean Blvd condominium. Natural situations will typically include severe storms, extreme freezing temperatures, and similar conditions that greatly exceed normal expected weather. Man-made situations may include things such as an extended planned power outage. Update information as appropriate.
- Notify owners/residents, via email, when an emergency situation has occurred at the 339 Ocean Blvd condominium that may adversely affect them. For example, a long-term power outage, a fire, damage to the building and/or common areas, known or expected damage to individual units caused by the emergency situation, or any other condition where owners should check their units, and take appropriate action.
- Take actions to mitigate potential consequences of emergency situations, as appropriate. Examples of possible mitigation might include obtaining a generator during an extended period of power outage or obtaining auxiliary heat devices for stairwells during periods of extremely low temperatures.
- Determine whether or not to file insurance claims against the association master insurance policy for damage caused by emergency situations. Provide guidance to individual unit owners in regards to personal unit insurance, on a case-by-case basis.
- Take appropriate actions in response to emergency situations (see Appendix A).
- Coordinate with Hampton/Rockingham County officials responsible for disaster/emergency planning, as appropriate.

Owners/Residents

- Familiarize yourselves with this plan.
- Provide 339 Board/CPManagement, Inc. with any contact list changes in email addresses, postal mailing addresses, and/or telephone numbers as soon as possible after change.
- Provide 339 Board/CPManagement, Inc. with unit door keys, door access codes, and security alarm access codes as soon as possible after any changes. Additionally, update unit access permission forms when changes occur.
- Take appropriate actions in response to emergency situations (see Appendix A).
- Report any damage or unusual conditions in your unit, your limited common areas (balcony and parking areas), and common areas caused by an emergency situation, to 339 Board/CPManagement, Inc. In general, correction of damage within units is the responsibility of unit owners; however, there may be exceptions.

- Report any damage or unusual conditions in your unit that may affect other adjacent units, to the owners of those units.
- Be informed about disasters in advance – review FEMA and New Hampshire disaster planning documentation. (www.ready.gov) Recommend that you consider the following preparation actions for your family:
 1. Create a family Emergency Plan
 2. Build a Ready Kit of Supplies

Actions to be Taken to Adverse Events Caused by Emergency Situations

Appendix A to this plan provides guidance to all 339 Ocean Blvd Condominium Association members in dealing with potential adverse events caused by emergency situations.

Emergency Related Processes

Notifications: Email will be the primary notification means. When appropriate, telephone (including text messages) may be used to notify individual unit owners.

- In advance of an emergency: When possible, 339 Board/CPManagement, Inc. may send an email notification to all unit owners/residents (using contact list email addresses), in advance of an expected natural or man-made emergency situation that has potential to create problems in the 339 Ocean Blvd condominium. This may include, significant heavy snowfall, unusual storms with high winds, extreme below-freezing temperatures, scheduled power outages, etc. Notifications will normally not be made for general weather conditions, only extremes. Additional updated notifications may be sent as appropriate.
- Following an emergency when advance notification is given: If no damage occurs, follow-up notifications will usually not be made. If damage to the building or individual units is noted, owners will be notified, separately or collectively depending upon the situation, describing what occurred. These notifications may include recommendations for all owners to check their units, if appropriate. It is the goal of the 339 Board/CPManagement, Inc. to keep all owners advised of the results of emergency situations.
- Following an emergency when no advance notification is given: If damage to the building or individual units is noted, owners will be notified, separately or collectively depending upon the situation, describing what occurred. These notifications may include recommendations for all owners to check their units, if appropriate. It is the goal of the 339 Board/CPManagement, Inc. to keep all owners advised of the results of emergency situations.

Building Checks after Emergency Situations:

- 339 Board/CPManagement, Inc. will inspect the building for damage or unusual conditions after an emergency situation. Inspection will normally include the building roof. Any damage will be documented as indicated below. Unit owners who may be affected by any damage will be notified.
- Unit owners who are present at the 339 Ocean Blvd site after an emergency situation should report any damage or unusual conditions noted on the building to 339 Board/CPManagement, Inc. Unit owners are not required to inspect the roof.

Unit checks after emergency situations resulting in adverse events within condominium:

- By owners who are present. Unit owners should inspect their units as soon as possible after an emergency situation where suspected damage may have occurred within the condominium. Any damage or unusual conditions noted should be documented (see below) and reported to 339 Board/CPManagement, Inc.
- By owner request – when owners are not physically present. Unit owners should contact someone they trust who lives nearby and is available to check their unit as soon as possible after an emergency situation where suspected damage may have occurred within the condominium. This could be family members, friends, neighbors, 339 Board Members, or CPManagement, Inc. representatives. A current unit access permission form must be on file for any person requesting keys maintained by the 339 Board to any unit. Any damage or unusual conditions noted should be documented (see below) and reported to 339 Board/CPManagement, Inc.
- By 339 Board/CPManagement, Inc. This would occur when it could reasonably be expected that there was damage or an unusual condition in a unit caused by an emergency situation that could seriously impact other units within the building. Normally, unit owners would be requested to perform required checks; however in cases when time is of the essence (e.g., a fire, low temperature alarm, observed running water), the 339 Board/CPManagement, Inc. may enter an individual unit using the keys provided by unit owners.

Documentation of Damages:

Any damage noted as a result of an emergency situation should be documented. It is recommended that both photographs and written descriptions be incorporated, to the extent possible. 339 Board/CPManagement, Inc. will document all building/common area-related issues. Individual unit owners should document any damage or unusual conditions noted in their units in a similar fashion. If requested, unit owners should provide documentation to 339 Board/CPManagement, Inc. as well.

Filing insurance claims for damages caused by emergency events:

The 339 Board/CPManagement, Inc. will determine if and when claims for damages incurred in the building and/or individual units during emergency situations will be filed against the 339 Ocean Blvd Condominium Association master policy. Guidance from the 339 Board to unit owners, concerning claims against individual unit insurance policies will be provided, when appropriate.

APPENDIX A

Actions to Take to Adverse Events Caused by Emergency Situations

<u>Adverse Event</u>	<u>Unit Owner Actions</u>	<u>339 Board/CPManagement, Inc. Actions</u>
Immediate <u>individual health (e.g., medical emergency) or security problems (e.g., break-in, home invasion):</u>	Call 911. Follow instructions given by 911 operator. After emergency is taken care of notify 339 Board/CPManagement, Inc.	Record Event.
Fire Alarm Activation:	Immediately evacuate your unit and the building. Use stairwells, not elevator. Assemble in parking lot across the street from 339 building. After event, owners inspect units for damage. If appropriate, notify 339 Board/CPManagement, Inc.	Record Event. If appropriate, inspect building for damage.
<u>Fire or Heavy Smoke in a unit or the building:</u>	Activate Fire Alarm. Call 911. Evacuate building. Follow instructions given by 911 operator. After emergency is taken care of owners inspect units for damage. If appropriate, notify 339 Board/CPManagement, Inc.	Record Event. If appropriate, inspect building for damage.
Power Outage in Unit (Short-term – 2 days or less):	If unplanned, determine if outage is in entire building or if it is unit specific. If unit specific, check electric breakers. If unable to correct, call electrician. Correction is unit owner responsibility. If entire building power is out, contact 339 Board/CPManagement, Inc. During power outage, minimize access to refrigerator or freezer. If outside temperatures are below freezing, monitor inside unit temperature regularly. Consider mitigation action, such as use of a kerosene operated heater, if temperature in unit drops below 40 degrees.	Record event. Determine if entire building is without power. If yes, follow building power outage event actions.

<u>Adverse Event</u>	<u>Unit Owner Actions</u>	<u>339 Board/CPManagement, Inc. Actions</u>
Power Outage in Unit (Long-term – more than 2 days):	During power outage, minimize access to refrigerator or freezer. Consider moving refrigerated or frozen items to prevent spoiling to friends/relatives who have power. If unable to relocate items, dispose of all spoiled food. Keep records of disposed items for personal insurance purposes. If outside temperatures are below freezing, monitor unit temperature in unit regularly. Consider mitigation action, such as use of a kerosene operated heater, if unit temperature drops below 40 degrees. Report outage to 339 Board/CPManagement, Inc.	Record event. Determine if entire building is without power. If yes, follow building power outage event actions.
Power Outage in entire building (Long-term):	Report Condition to 339 Board/CPManagement, Inc..	If outside temperature is below freezing, 339 Board/CPManagement, Inc. should contact the Hampton Fire Department to mitigate possible adverse actions in fire suppression system from possible frozen system pipes. Mitigation steps to heat stairwells and elevator with gas or kerosene fired heaters should be considered.
Failure of Heating Systems to keep building and individual units above freezing:	For individual units, heat pumps and back-up heating are expected to keep interior temperatures above freezing. If power is out, steps indicated in <i>Power Outage in Unit (Long-Term)</i> should be followed.	For the building, monitoring of stairwells and elevator temperatures should be more intensive. If temperatures drop below 40 degrees, the steps indicated in <i>Power Outage in entire building (Long-Term)</i> should be followed.
Damage to Building:	Anyone noticing any damage to the building, at any time, but especially following emergency situations, should report this information to the 339 Board/CPManagement, Inc.	Record and document event. Investigate and take appropriate action.

<u>Adverse Event</u>	<u>Unit Owner Actions</u>	<u>339 Board/CPManagement, Inc. Actions</u>
Damage within a Unit:	Owners noting damage within their unit after an emergency event should document the conditions noted and report the conditions to 339 Board/CPManagement, Inc. Unit owners noting damage or unusual conditions within their units at any time – whether or not caused by an emergency event – should report the damage/conditions to 339 Board/CPManagement, Inc. If the conditions noted are likely to affect other adjacent units, owners of these units should also be contacted directly.	Record and document event. Investigate and take appropriate action.
Mandated evacuation from the building and area due to any type of emergency situation:	Follow instructions given by local public safety and/or government officials. Implement your family disaster plans. Secure units when departing.	Follow instructions given by local public safety and/or government officials. Assist in evacuation in any way possible. Ensure that all on-site owners are notified and evacuated. Secure building common areas when departing.

339 Ocean Boulevard Condominium
Homeowners' Association

Renter Rules and Regulations

for guidance in the common and limited common areas

These units are our homes. What happens in units with vacationing guests affects us all. We strive to make it a positive experience for you while respecting the remaining unit owners and their families as well. If you have problems, please follow the procedures explained to you in your orientation manual. It is this association's desire to welcome you and hope that you return another season.

Have fun! You are responsible above all else to enjoy this beautiful beach. Relax and get some sun!

Parking: Renters are allowed use of space(s) designated in your rental contract. No other space is open for your use. Not the visitor's space or the handicap space. **You have been given a parking placard. It needs to be visible on your vehicle driver's side dash at all times.** If the placard is not visible, you risk having the vehicle *towed* at your expense.

Smoking: The 339 property is a non-smoking property. This not only includes your unit, but the ocean facing decks, the west facing porches and all of the common areas of the property. Smoking includes cigarettes, cigars and use of any illegal substances. Use of all types of smoking devices, including but not limited to e-cigarettes, vaping devices are not allowed. This regulation is designed to meet the strict insurance guidelines of this building and be respectful to non-smokers.

Pets: Renters or their visitors are NOT allowed to have pets on the premises. There will be no verbal permission granted.

Minor children: You are responsible to look after all minor children while in any of the common areas of the property. They must be accompanied by an adult, especially in the elevator. Children playing with the entrance door keypad, handicap button or the elevator button will not be tolerated. Playing with such things as but not limited to balls, Frisbees, skateboarding, rollerblading, bike riding, water hose in the parking lot or any of the common areas. Jumping or hanging on the railings and running on the back decks will not be allowed. Chaining of bicycles to any part of the property or building is prohibited. Safety is our concern.

Offensive activities: No noxious or offensive activities are allowed in the common areas or activities that become an annoyance or nuisance to other unit owners.

Storage: Any chairs, bikes, etc. on the rear decks or any part of the stairwells and lobby are a safety hazard and are prohibited. Owners, renters, and guests are responsible for keeping walkways clear & unobstructed.

Harsh chemicals: (bleach, etc.) shall not be used to clean the front decks as runoff is uncontrolled and affects lower units.

Clean up after yourself: Please clean up after yourselves and treat the property appropriately. Common areas (parking lots, decks, elevator, lobby) are not play areas. As much as possible --- try to avoid tracking in sand and water, please use the foot wash. It's hard. We know. Thank you for trying.

Loud noises: are not allowed between the hours of 10pm and 8am.

Public view from the Units: No sign of any kind, towels, blankets, bathing suits, beach towels laundry shall be displayed to the public view on or from any residential unit.

Trash: There are 2 trash room located in front of the parking lot. They are kept locked. All garbage and trash must be placed in bags that are tied. There are bins designated for garbage and bins for recycling. Two signs are posted in the trash rooms and also on the bulletin board in the lobby that indicate what things are and are not recyclable. We encourage you to take a few moments to recycle! Boxes must be broken down. Please make sure the lids of the trash cans are closed.

Fireworks: are prohibited on the premises.

Hoverboards: are prohibited in the building or on the property.

Entrance to the building: Do NOT allow strangers to "piggyback" access to the building as you are entering or exiting. If they are visiting, they must use the entrance bell to be buzzed in by the owner or in the case of a renter, the renter who has entered into a contract with an owner.

339 Ocean Boulevard Condominium
Homeowners' Association

Compliance: Schedule of Fines

Currently being developed

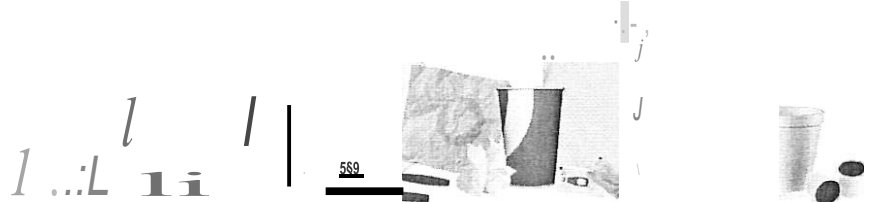


UNACCEPTABLE

ZERO-SORT® RECYCLING ITEMS



The following items are **NOT ALLOWED** in Zero-Sort Recycling

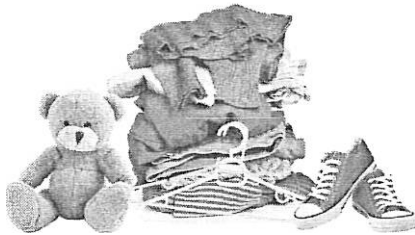


NO Plastic Bags or Bagged Recycling

(Take clean plastic bags to your local retailer for recycling)

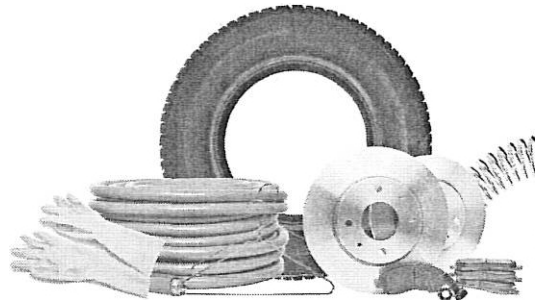
NO Single Use Items or Styrofoam™

(Waxy paper cups, cartons or food packaging with plastic lining, wrappers, napkins, plastic utensils, dirty recycling, plastic wrap, straws, register tape and coffee pods)



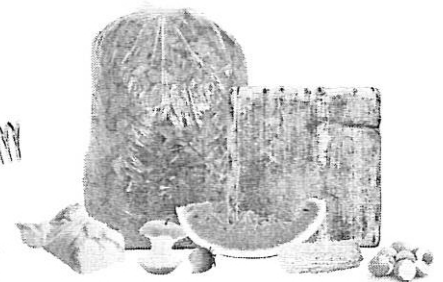
NO Toys, Hangers, Clothes or Shoes

(Generally used items can be donated)



NO Rubber or Scrap Metal

(Check for alternative recycling)



NO Waste or Wood

(Diapers, food, pet & yard waste)



NO Hazardous Materials

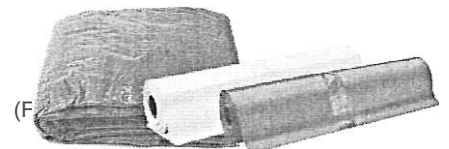
(Check for alternative recycling)

Form 113 - Trash/recycle items -
LIST OF UNACCEPTABLE ITEMS



NO Medical Waste

(Find safe and secure disposal near you)



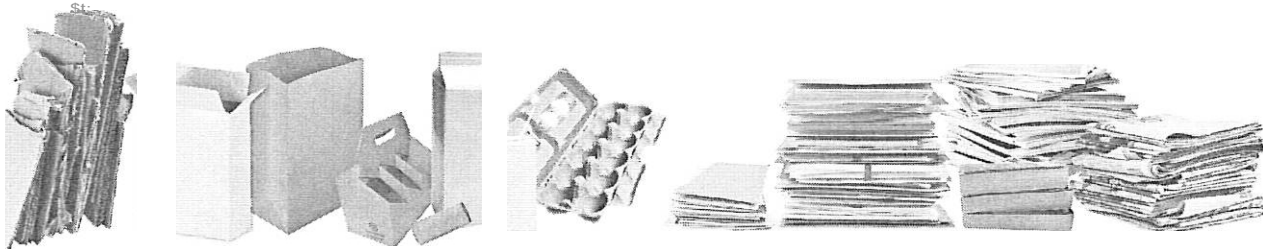
WHEN IN DOUBT, KEEP IT OUT!

For more information visit casella.com or call 800-CASELLA

ZERO-SORT[®] RECYCLING

TOSS ALL CLEAN & EMPTY RECYCLABLES INTO THIS CONTAINER

CARDBOARD/PAPER



Corrugated • Boxboard • Paper Cartons • Office Paper • Junk Mail • Soft Cover Books • Magazines • Newspaper

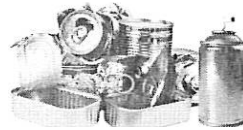
PLASTIC

METAL

GLASS



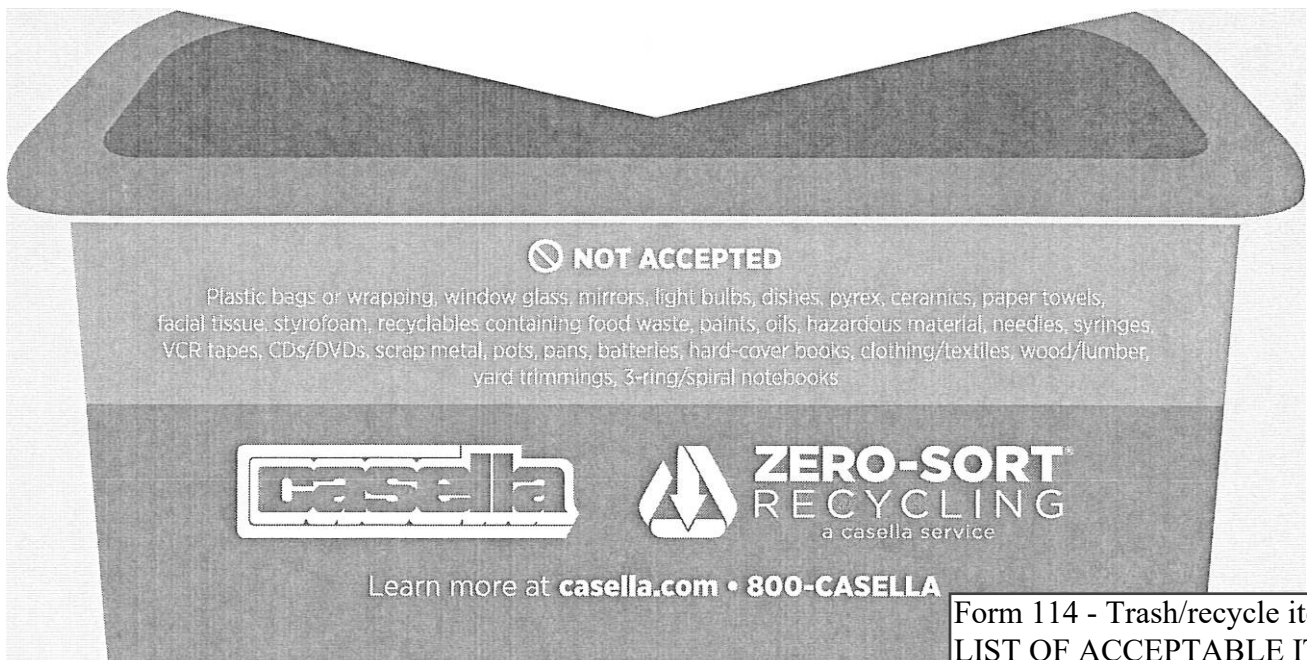
Plastics #1-#7 • 5-Gallon Pails



Aluminum • Tin • Foil



Glass Bottles • Food & Beverage Jars



Form 114 - Trash/recycle items -
LIST OF ACCEPTABLE ITEMS

A clogged garbage disposal can jam up hours of your day

The handy kitchen garbage disposal is useful for getting rid of a variety of food scraps and waste that might otherwise create unpleasant smells in the kitchen. However, many foods can actually damage your disposal or render it useless.

A common misunderstanding about garbage disposals is that the device includes "blades," when in actuality it contains a ring of teeth-like shredders that grind the food and force it down the drain. While there is no real way to sharpen these shredders (which are still often referred to as blades), keeping them clean is key to an efficient garbage disposal.

Avoid putting these things down your garbage disposal to help keep it running smoothly.

Fibrous foods

The strings of celery, artichokes, asparagus, lettuce, corn husks, carrots, onion skins and potato peels can wrap around the grinding teeth, preventing proper operation of the motor. If you feel you must put fibrous foods into your disposal, do so in very small quantities, and run cold water before, during and after operating the unit.

Grease, fats, and oils

Greasy foods will distribute a film over the shredding teeth, diminishing their effectiveness. Eventually, the grease will begin to decay, causing an unpleasant odor in the kitchen. Pouring grease into a garbage disposal can result in clogged drains when the grease solidifies (regardless of how much hot water you use).

Egg shells

Some people claim that eggshells sharpen the blades of the unit, but this is not true. The shells' stringy membrane layers can wrap around the shredder ring, and the shell itself will be ground to a sand-like consistency capable of clogging pipes.

Pasta, rice, potatoes, and beans

Even small particles of these foods will swell with water to form a paste-like substance, and eventually clog the trap.

Non-food items

Avoid the example of homeowners who have placed rubber bands, twist ties, cigarette butts, pull tabs, fabric, sponges, and plant clippings into their disposal units. These items cannot break down enough to wash down the drain.

339 Ocean Boulevard Condominium
Homeowners' Association

**Unit Owner Rental Responsibilities
and
Acknowledgment Form**

Renting is allowed per 339 HOA By-Laws subject to restrictions and rules.

A renter is defined as occupation of the unit by anybody other than the owner, and that occupation does not have to be for money.

Complete the Owner's Intent to Rent form located on the CPManagement, Inc. owner's website. A sample form can be found in the "forms" section of this handbook.

The rental period is from May 1 – September 30 on a *WEEKLY* basis. All other times the rental term is *Monthly* at a minimum.

Number of Occupants: The State of New Hampshire limits the number of occupants in a rental unit to 6 people maximum.

The owner of the unit being rented must obtain all local and state requirements: "Certificate of Rental Occupancy" form can be obtained from the town of Hampton and a "Meals & Rentals Tax Operators License" from the State of New Hampshire. You are responsible for maintaining current requirements and then forwarding them to CPManagement, Inc. Our HOA insurance requires this be on file.

You are responsible for vetting your renters. Safety is all of our concerns.

You are responsible for all actions of your renters and guests.

If you create a "Renter's Manual," it **must** include a copy of the 339 HOA renter rules and regulations. It is your responsibility to communicate this list to your renters.

You are responsible for your renter's and their visitor's compliance, tracking and enforcement of the 339 HOA renter rules and regulations. You (or your agent) are the contact. If a violation occurs, every attempt will be made to notify you immediately in order that you resolve the issue. If we are unable to reach you or your designated available contact that you have listed, then other options will be exercised.

You are responsible for all damages to the HOA common areas created by your renters or guests.

You or your agent **must be available** to provide contact information and direction that allows the management company to contact you in the event of any issues or problems with your renter.

Give your renter their parking placard and pay special attention to reviewing this policy with them. If they park anywhere other than the spaces you assign them, their vehicle will be towed.

The parking placard **MUST** remain on the renter's vehicle dash driver's side in clear view. This is how your contact information will be obtained. Renters or their visitors cannot use the visitor's parking space or

the handicap spaces.

Non-Compliance of any 339 HOA Declaration, By-Laws, Amendments, HOA Rules and Regulations will result in fines issued to the residential owner responsible for the renter, guest, or visitor.

This is my acknowledgement and pledge that I will abide by the 339 Ocean Boulevard Condominium Homeowners Associations owner renter responsibilities, rules and restrictions.

Unit # _____

Owner's signature

Date

Owner's name. Please print.

Date

Return this completed form to:

CPManagement, Inc.
11 Court Street, Suite 100
Exeter, NH 03833
603-778-6300

339 Ocean Boulevard Condominium
Home Owners' Association

Unit Owner – Intent to Rent Form

Unit owners who intends to rent their unit are required to complete this form and attachments each year & return it to CPManagement *prior* to the FIRST renter occupying the unit. This information must be on file with CPManagement in the event an owner needs to be contacted in regards to any rental issue. Each unit owner is responsible for providing updated contact information to CPManagement.

Rental year: _____

Unit #: _____

Unit Owner(s): _____
(Please print)

Contact phone(s): _____

Contact email(s): _____

Will a rental agent be involved?

If yes, list name and contact information

Business Name: _____

Agent Name: _____

Address: _____

Business Phone: _____

Cell: _____

Fax: _____

List point of contact for problem resolution. They must be available 24/7.

Primary

Name: _____

Phone(s): _____

Secondary

Name: _____

Phone(s): _____

The Unit Owner should complete and provide the following forms to

CPManagement, Inc.
11 Court Street, Suite 100
Exeter, NH 03833
603-778-6300

Certificate of Rental Occupancy form (Town of Hampton) _____
Expiration Date

“Meals & Rentals Tax Operators License” from the State of New Hampshire.

Expiration Date

Signed Unit Owner’s Summary of Rental Responsibilities
and Acknowledgement Form (Form 116) _____
Date

Completed Unit Owner - Intent to Rent Form (Form 117)

Owner’s signature Date

339 Ocean Boulevard Condominium
Homeowners' Association

Handbook
Owner's Acknowledgement / Pledge Form
Residential & Commercial

I have been given a Handbook that represents a review of some *but not all* of the rules, regulations, guidelines, policies, and procedures that help form our association. Please refer to the 339 condominium documents as well as the Town of Hampton Regulation for more information. We are a small, new, growing organization striving to encourage a fair, friendly living community. It is my understanding that all the needed forms can be found on the CPManagement, Inc. website owner's page. I will take the time to complete and submit to CPManagement, Inc. any forms that apply to my needs and the required forms requested by the BODs to all owners.

This handbook is intended to brief you on "all things 339" so that your move-in will be easier and less stressful. In time, you will see that it is also a guide for items that might come up much later. It is a resource for current owners as well. Please take your time to read and understand the content. We strive to make this property our homes a community that we can all be proud of. Although many of us do not live here full time, we think of our neighbors as friends and family. We look out for each other. 339 is not a hotel with someone else taking care of all the issues. We all have a responsibility to do our part. Your input is greatly needed. But in the end, we are legally bound to function under various guidelines. This form is your acknowledgement of receipt and understanding of the handbook as well as your pledge to abide by these codes of conduct and rules. Thank you for your cooperation. We welcome you to the 339 Ocean Boulevard Condominium Homeowner Association!

Unit # _____

Owner's signature

Date

Owner's name. Please print.

Date

Return this completed form to:

CPManagement, Inc.
100 Court Street, Suite 100
Exeter, NH 03833
603-778-6300

339 Ocean Boulevard Condominium
Homeowners' Association

Commercial Unit Owner's Summary of Responsibilities

For guidance in the Common and Limited Common areas

1. The scope of the commercial unit's primary business is defined in the 339 HOA By-Laws.
2. Nothing shall be done or kept in any unit or in the Common area or Limited common areas which will increase the rate of insurance or result in cancellation.
3. The owner is responsible for all trash. No Waste will be permitted in the common areas or the limited common areas.
4. The hours of operation shall be regulated by the Town Ordinances, the land use regulations, and the Zoning Ordinance of the Town of Hampton.
5. No parking spaces on the property shall be provided. It is the owner's responsibility to take all reasonable steps to ensure that neither their employees nor their customers use the parking spaces provided for the residential unit owners. Any vehicle parked in a residential owner's deeded spaces without a placard, the visitor's space or the handicap spaces will be towed without notification.
6. Mailboxes are not provided in the building lobby for the commercial units.
7. Unit Owners must provide CPManagement, Inc. and the 339 HOA with their contact information.
8. Unit Owners are responsible for the actions of their employees and customers.
9. No food, packages and supplies are allowed to be left outside the 339 entrance doors or delivered to the inside lobby.
10. The owner is responsible for the maintenance and cleaning of their windows.
11. The owner is responsible for snow removal of the walkways in front of their units. The sidewalk is defined in the By-Laws as the respective paved area to the east of each unit as shown in the site plan.
12. All problems and concerns of the commercial units should be first directed to the 339 BOD Commercial Unit representative.
13. No loud, offensive activities should take place which may become an annoyance or nuisance to the other unit owners.
14. The building is a non-smoking building inside and out in all areas.

15. Snow removal and trash removal for each commercial unit shall be each Unit Owner's sole responsibility. If a Unit is open for business during the snow season, that Unit's owner shall be responsible to promptly remove snow from the front of the Unit out to the roadway and promptly treat all outdoor areas used by the public with ice melt in an effort to minimize any hazards.
16. The Unit owners shall be responsible for the snow removal, cleaning and upkeep of all areas on the front and side ground level of the building, up to the face of the balcony above in front of the balcony above on the rear of the building. The residential Units shall be responsible for the balcony walkways, elevator and upkeep of the parking lot, the 2nd, 3rd, 4th, & 5th floor elevator lobbies, rear balcony walkways, elevator and stairways, unless such clean up, snow removal, debris, or upkeep is caused by the Commercial Units in any way.
17. The Unit owner shall be responsible for keeping trash receptacles tidy and putting them away **promptly** after trash pickup.
18. The exterior area in front of each Unit directly in front of the Unit under any overhang is intended for store visibility, access to the store, as well to provide a nice, clean, welcoming entryway for the residential condominium units above.
19. If a Unit owner wishes to utilize the exterior areas in front of the Unit to place furniture, such as tables and chairs, the Unit Owner shall, prior to using the space, submit a layout and design plan, noting the size and location of the furniture and displays. Any exterior furnishings shall be kept in new or like-new, well maintained condition at all times. Upon review and acceptance of the plan by majority vote of the 339 HOA BOD a unit owner shall be granted a written license to utilize such space (with provisions). This approval shall not be unreasonably withheld. Failure to comply with the terms and conditions of the license may result in revocation of the license. It may also subject the Unit Owner to fines, penalties, attorney's fees and costs, additional condominium fee assessments, and other remedies at law and in equity as shall be provided for in the Declaration.
20. At no time shall clothing or merchandise racks be placed outside of the storefronts.
21. The cost of the store signage and installation shall be borne by the Unit Owner. This signage must be approved by the majority of the 339 HOA BOD.
22. All Unit Owners need to coordinate with CP Management, Inc. the date they plan to open/close stores, key access, etc.
23. Unit Owners are responsible to adhere to the town of Hampton fire regulations. The fire extinguishers must be checked regularly. Any charges due to pressure moves, etc. will be billed to the Unit Owners.
24. All limited common areas are to be kept free and clear at all times to include no debris, plants or furniture.

25. The Unit Owners are responsible to clean the front/back area pavers on a regular basis (at least 1x a week. This area includes the sidewalk area in the back-entrance door of each commercial unit as well. **Food vendor tenants/owners in particular need to wash/scrub brush the area as needed in order to maintain the cleanliness of the property.** The paver cleaner recommended is "EK 2010 – All Surface cleaner by Prosoco."
26. This list includes some, but not all, of the Commercial Unit Owner's responsibilities as defined in the town of Hampton Regulations, By-Laws and Reminders, the 339 HOA By-Laws as well as any state of NH laws and regulations.

Non-Compliance of 339 HOA Declaration, By-Laws, Amendments, HOA Rules and Regulations and the Town of Hampton Regulations will result in fines issued to the commercial owners. They are also responsible for the actions of their employees and customers.

Town Administration Information and Quick Reference Numbers
100 Winnacunnet Road, Hampton, NH 03842

Hampton Emergency Numbers

FIRE EMERGENCY 911
AMBULANCE EMERGENCY 911
POLICE EMERGENCY 911

TELEPHONE DIRECTORY (Area Code 603)

Town Hall - All Departments 926 -6766	Marriage Licenses 926-0406
Ambulance Billing 929-5815	Marston School (Grades 3-4) 926-8708
Animal Control 929-4444	Motor Vehicle Registrations 926-0406
Assessments (property) 926-5837	Planning Board 929-5913
Birth Certificates 926-0406	Police (Non-emergency) 929-4444
Building/Electrical/ Plumbing Permits 926-5826	Public Works 926-3202
Cable TV 800-266-2278	Recreation & Parks 926-3932
Cemeteries/Burials 926-6659	Recycling 926-4402
Centre School (Grades K-2) 926-8706	Rubbish Collection 926-4402
Certificate s of Occupancy 926-5826	Schools Superintendent 926-8892
Conservation Commission 929-5808	Selectmen 926-6766
District Court 474-2637	Town Attorney 926-5816
Dog Licenses 926-0406	Town Manager 926-6766
Elections/Voter Registration 926-0406	Transfer Station 926-4402
Fire (Non-emergency) 926-3316 Gun Permits (Police Dept.) 929-4444	Tax Collector 926-6769
Hampton Academy Jr. High School 926-2000	Water Company (Aquarion) 926-3319
Health - Complaints/Inspections 929-5826	Welfare Assistance 926-5948
Highways & Streets 926-4402	Winnacunnet High School (Grades 9-12) 926-8992
Lane Memorial Library 926-3368	Zoning & Building Codes 929-5826

PUBLIC ACCESS

Town Offices:	8:00AM- 5:00PM, Monday - Friday
Tax Collector:	9:00AM - 5:00PM, Monday - Friday (Drive-up service available)
Town Clerk:	9:00AM - 4:30PM, Monday - Friday
Lane Memorial Library:	9:00AM- 8:00PM, Monday - Thursday 9:00AM - 5:00PM, Friday & Saturday
Welfare Office:	9:00AM - 1:00PM, Monday - Friday (By appointment)

www.town.hampton.us

2018 HAMPTONTRANSFER STATION INFORMATION SHEET

Hours of Operation and Fees Are Subject to Change
Location: Hardardt's Way, Hampton, NH Phone: 603-929-5930

Normal Public Hours of Operation

Mon., Wed., Fri., Sat. & Sun. 8 AM - 3 PM; Thur., 12 noon - 3 PM
Closed Tuesdays*

Holidays Closed: Monday, Jan 1st {New Year's Day} *; Monday, Jan 15th (Martin Luther King Day) *; Monday, Feb 19th {Presidents' Day}"; Sunday, April 1st (Easter); Monday, October 8th {Columbus Day} *; Friday, November 12th (Veterans' Day observed); Thursday, November 22nd (Thanksgiving).

*These are 2017 Monday holidays we will CLOSED but OPEN on TUESDAY from 8 AM - 3 PM

Holidays Open: Monday, May 28th (Memorial Day); Wednesday, July 4th; Monday, September 3rd (Labor Day)

A current Hampton sticker affix to the front left window of your vehicle is required to enter the transfer station. Stickers are free of charge and are obtained at the Town Clerks office at the Hampton Town Office building at 100 Winnacunnet Road. A current driver's license and vehicle registration are required. For Hampton residents, stickers are available when you register your vehicles. For non-resident property owners, you may obtain your vehicle sticker at any time, but a current tax bill or lease agreement must be provided in addition to your driver's license and vehicle registration. Stickers for commercial vehicles may be obtained at the transfer station. Special Recreation Department support stickers may be obtained with a voluntary donation. Please remember a town ordinance requires all loads to be covered while driving along Hampton roads.

Transfer Station Fees - Cash payments are not accepted.

Payments are made by Credit or Debit Cards (VISA, Master Card or Discover Card), Money Orders or Checks made out to the "Town of Hampton." Payment is expected when your items are brought to the transfer station. Returned checks are assessed an additional \$25.00 processing fee, and payment must be made by Credit or Debit Card or Money Order before using the transfer station again. Commercial accounts may be established at the Town Finance Office.

Cooking Oil = FREE

Rechargeable Batteries (cell phones, lap top batteries, tool batteries and etc.) = FREE

Yard Waste (grass, leaves, brush, wood chips and etc.) = FREE

Waste Motor Oil= Up to 2 gallons FREE Over 2 gallons up to 5 gallons maximum \$2.00

Batteries (Wet Cell, Lead Acid) = \$2.00 each

Fluorescent Bulbs, CFLs, HID, Mercury Vapor {All Sizes} = \$1.00 each

Light Ballasts {Remove from Fixture} Up to 4" = \$5.00 each, 5" or larger = \$10.00 each

Porcelain Sinks, Toilets, Tubs= \$2.00 each

Fire Extinguishers Up to 20 lbs. = \$ 2.00 each, Over 20 lbs. = \$5.00 each

TVs, Computer Monitors 4" to 8" screens = \$5.00 each 9" to 21 "screens= \$10.00 each 22 plus inch screens= \$15.00 each

Mattresses and Box Springs, Twin Size = \$10.00 each piece, Full, Queen and King Sizes= \$15.00 each piece

Propane Tanks 5 to 20 lbs. = \$2.00 each, 21 to 30 lbs. = \$20.00 each, 31 to 100 lbs. = \$40.00 each

Helium Tanks {All Sizes} = \$5.00 each

Chairs & Love Seats (stuffed upholstered furniture) = \$7.00 each

Couches, Sleep Sofas (stuffed upholstered furniture) = \$10.00 each

Freon Appliances (air conditioners, refrigerators, freezers, dehumidifiers, water coolers & etc.) = \$10.00 each

White Goods (washers, dryers, stoves, dish washers, water heaters, furnaces) = \$10.00 each

Scrap Metal {Over 500 lbs.} = \$0.03 / lb. {Vehicles are weighed in and out}

Household Trash= Up to 1,000 lbs./ Day FREE - Over 1,000 lbs./ Day \$0.04 / lb. (Vehicles are weighed in and out)

Commercial and Business Trash = \$0.07 / lb. (Vehicles are weighed in and out)

Demolition Materials (wood, sheetrock, asphalt shingles, tile, plaster and etc.) = \$0.06 / lb. (Vehicles are weighed in and out)

Fill Materials (bricks, concrete, asphalt, sand, rocks and etc.) = \$0.06 / lb. (Vehicles are weighed in and out)

Carpet, Rugs, Backing Materials = \$0.06 / lb. (Vehicles are weighed in and out.)

Log Wood (Logs over 6" in diameter not accepted) = \$0.06 / lb. {Vehicles are weighed in and out}

Please separate loads and do not mix weighed loads or the higher fee per pound will apply.

ITEMS NOT ACCEPTED: Liquid Paint, Stains or Varnishes; Brush, Stumps or Logs larger than 6" in diameter; Tires; Explosives, Ammunition or Fireworks; Asbestos of any kind, Pool Chemicals, Pesticides, Poisons, Household Chemicals, Antifreeze, Gasoline, Fuel Additives, Kerosene or Diesel Fuel, Acids, Solvents or Flammables. Please look for the household hazardous collection days or ask about what to do with these items or anything else you're not sure of.