




## THOREAU'S LANDING CONDOMINIUM ASSOCIATION

April 17, 2002

### MEMORANDUM

TO: All Thoreau's Landing Unit Owners and Residents  
FROM: Mal Fryer, President   
SUBJECT: Dish TV use and antenna installation

In the latest Newsletter there was a brief mention of the installation of "blocks" to be used for the installation of Dish TV antennas. What should have been mentioned but wasn't is that:

**NO INSTALLATION OR USE CAN BE MADE OF A DISH TV  
ANTENNA ON ANY THOREAU'S LANDING BUILDING  
WITHOUT PRIOR WRITTEN APPROVAL OF THE  
ASSOCIATION'S BOARD OF DIRECTORS.**

To obtain permission to install or use a dish TV antenna on any building here at Thoreau's Landing a written application must be made to the Board of Directors. The Board will then provide applicants with the details of how such installation and use can be carried out. The Board will remove, at unit owner's expense, any installation or use made without said written approval.

These matters are controlled by a Federal government agency and the Association and owners must comply with these regulations.

Other matters of note relative to this are:

- 1) No cables or wires to and/or from a dish TV antenna may be fastened to the exterior of a building.
- 2) Should more than one owner in a building wish to use the one antenna on a building there will be shared costs by all users in that building.
- 3) Should there be more than one user in a building, all such users will find the need to have receivers, boosters, repeaters, etc. - all at the users' expense. Said equipment must be contained within the users individual units.

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To assist the Condominium Association in providing for congenial occupancy, and the protection of the value of the units, it is necessary that the Board of Directors have the right and authority to exercise reasonable controls over the use of the units. Violation of the following enumerated prohibitions shall not be permitted. The Board of Directors is hereby authorized to take all steps necessary to prevent or discontinue any violations thereof, all at the expense of the violator.

1. SIGNS

- 1.1 No advertisements or posters of any kind shall be posted in or on the property except as authorized by the Board of Directors.

2. APPEARANCE

- 2.1 No clothing, laundry, rugs, or wash shall be hung from or spread upon or from any window or exterior portion of a unit or upon any Common Area or Limited Common Area.
- 2.2 Changes affecting the appearance of the exterior, such as decoration, awnings, signs, sun shades, additional air conditioning equipment, fans, satellite dishes, exterior lighting, screens, gutters and enclosures of any kind, or any other changes shall be made only with prior written consent of the Board of Directors. Board approval is necessary to insure uniformity within the community.

3. TRASH/RUBBISH

- 3.1 Trash will be picked up every Wednesday after 7:00 AM. All refuse and trash shall be placed in securely tied plastic bags or enclosed garbage cans, for hand pickup by truck.
- 3.2 No garbage or refuse may be burned, dumped, placed, or stored upon any Common Area or exterior Limited Common Area.

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4. PETS

- 4.1 No animal, other than common household pets – dogs, cats or any other pet defined as common at the Board of Director's discretion – shall be kept or maintained in the condominium; nor shall any common household pet be kept, bred or maintained for commercial purposes in the condominium.
- 4.2 Household pets (dogs and cats), in particular dogs, must be kept on a leash or carried if outside the unit. Outside unattended tethering of pets is not permitted on the Common Area or the Limited Common Area.
- 4.3 All pet owners must immediately cleanup after their pet's fouling to eliminate damage of the Common Area or the Limited Common Area.
- 4.4 Complaints resulting from any pet causing a genuine nuisance must be submitted to the Board of Directors in writing. Upon receipt of a written complaint regarding a pet, the Board will notify the owner of that pet. If a second and subsequent complaint is received regarding the same pet, the Board of Directors, at its discretion, may levy a fine.

5. VEHICLES

- 5.1 All residents and guests are requested to exercise extreme caution while driving within the Condominium. Speed may not exceed the posted limit of 20 MPH.
- 5.2 The operation of any off-road or recreational vehicle (including, but not limited to, dirt bikes, ATV's, snowmobiles or similar all-terrain vehicles) within the Condominium is prohibited because of the noise nuisance and operating hazard within the Condominium's limited space.
- 5.3 Only properly registered and inspected private, passenger-type motor vehicles are to be parked or garaged in the Condominium. No boats, snowmobiles, mobile homes, camping trailers, utility trailers, all-terrain vehicles or commercial vehicles may be parked in the Condominium.

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6. NOISE/NUISANCE

- 6.1 Owners, lessees and guests shall avoid unnecessary noise. The use of musical instruments, radios, televisions and amplifiers, etc., shall be operated so as not to disturb neighbors.
- 6.2 No nuisances shall be allowed on the Condominium property nor shall any use or practice be allowed which is an annoyance or which interferes with the peaceful possession or proper use of the Condominium by others.

7. STRUCTURAL/ARCHITECTURAL CHANGES

- 7.1 No owner, lessee or guest shall allow the installation of wiring for electrical or telephone use, television antenna, 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 a building, except as presently installed or as authorized in writing by the Board of Directors.
- 7.2 Nothing shall be done in or to any unit, Limited Common Area or to Common Area which may impair the structural integrity of the Condominium or which would structurally change a building, or improvements thereon, except as provided in the Declaration or the By-laws. Nothing shall be altered or constructed in or removed from the Limited Common Area or Common Area except upon the written consent of the Board.
- 7.3 All requests for architectural changes must conform to the following procedures:
  - a. *Submit a written request through the property management company prior to construction.*
  - b. The Board of Directors will review and rule on the request.
  - c. If the request is granted, the owner will receive written approval which is necessary to obtain a City of Nashua building permit.
  - d. The owner will obtain a building permit if necessary
- 7.4 All architectural changes must have a final inspection and approval by the Management Company before the Board will accept responsibility for any maintenance.
- 7.5 Construction done without obtaining permission from the Board will not be the responsibility or the maintenance liability of the Association. The Board of Directors or the civil authorities may require removal of the construction.

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8. LAWFUL USE

- 8.1 No Unit, Limited Common Area, or Common Area of the Condominium may be used for any unlawful, immoral or improper purpose.
- 8.2 In the use of the units, Limited Common Area and Common Area of the Condominium, unit owners will obey and abide by all valid laws, ordinances and zoning and other governmental regulations affecting the same and all applicable provisions adopted by the Board of Directors. The Common Area will be used only for the furnishing of the services and facilities for which they are reasonably suited and which are incident to the use and occupancy of the units.

9. OBSTRUCTION

- 9.1 No one shall place or cause to be placed in any stairway, walkway, driveway, parking area, or other Common Area any bicycles, furniture, packages, or objects of any kind. These areas shall be used for normal transit through them or, where appropriate, vehicular parking in them.
- 9.2 Outdoor equipment such as bicycles, sporting goods, baby carriages, doghouses, or other personal articles and equipment, shall not be stored outside a unit, and when in use in the Common Area or External Limited Common Area, shall be maintained and used in accordance with Rule 6.2 contained herein.
- 9.3 No cooking equipment, lawn furniture, or any other personal articles and equipment may be left outside the unit on the Common Area.

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10. INSURANCE

- 10.1 Written notice shall be given to the Board of Directors when any improvement is made to a unit which would increase the value of said unit by \$1,000 or more.
- 10.2 No activity shall be done or maintained in any unit or upon any Common Area which will increase the rate of insurance on any unit or the Common Area or result in the cancellation of insurance thereon, unless such activity is first approved by the Board of Directors.
- 10.3 Unit Owners must supply proof of Homeowners insurance to the Board of Directors. Unit Owners who rent their units must require their tenants to supply proof of insurance to the Board. If the mortgagee of any Unit Owners changes at any time, that changed information must be supplied to the Board of Directors.

11. UNIT LEASING/RENTAL

- 11.1 Entire units may be rented, provided the occupancy is only by the tenant, his/her immediate family, servants and/or guests. No rooms may be rented separately. Unit Owners must conform with the following if they wish to rent their unit:
  - a. give a copy of the executed lease listing all lessees to the Board of Directors
  - b. rental is restricted to residential use only
  - c. the duration of the lease must exceed six (6) months for initial term and 30 days thereafter
  - d. the unit owner accepts liability for any rules violations and/or fines incurred by their lessee/renter
  - e. give the lessee/renter a copy of the current rules and regulations

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12. ADDITIONAL RESTRICTIONS

- 12.1 No owner, lessee or guest shall direct or engage any employee of the Condominium on any private business, nor shall he direct, supervise or in any manner attempt to assert control over any such employee.
- 12.2 Organized sports activities, set-up or installation of sports apparatus, picnics or fires, storage or launching of boats, except in areas previously designated in writing by the Board of Directors are prohibited.
- 12.3 Improvements, maintenance and landscaping of Common Areas shall be done only by the Association, or in such cases as permission of the Board has been obtained in writing prior to action.

13. WOOD STORAGE

- 13.1 Wood storage is preferred in the garage. To prevent damage to the wooden deck, exterior storage in a metal carrier designed to neatly stack wood above the wooden deck is allowed. Wood should be placed to allow air to circulate to the unit's siding to avoid damage to the building.
- 13.2 Wood storage is not allowed on any lawn area or the Conservation Easement. Care should be taken to keep wood within the confines of the deck or patio. Tarps or wood coverings of any kind are prohibited.

14. OWNER/RESIDENT RESPONSIBILITY

- 14.1 Unit Owners are responsible for the cost of the enforcement of the Rules and Regulations.
- 14.2 Residents must ensure that their guests abide by all Association Rules and Regulations.
- 14.3 The annual inspection/cleaning of chimneys is at the individual owner's expense. A copy of the inspection must be sent to the Management Company, or the chimney will be capped, at the owner's expense, to prevent use.

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15. RULE AMENDMENT

- 15.1 These Rules and Regulations may be amended or supplemented, in whole or in part, at any time by action of the Board of Directors.

16. RULE ENFORCEMENT

- 16.1 The Board shall have the authority and duty to enforce these Rules and Regulations

- 16.2 Management company personnel or any resident may report violations. Reporting must be done in writing to the Management Company. A record of all violations will be kept. Enforcement of the Rules and Regulations will be through the Management Company personnel and Site Manager.

16.3 Procedure

- A. Violators shall receive two written warnings of said violation by the Board of Directors or Managing Agent. Upon the third a \$25 fine shall be levied against the violator. Upon resolution of the violation, subsequent abuses of the same rule within a 15-month period shall carry a \$50 fine.
- B. During the warning period, if the violator so requests, he/she can request a hearing at the next scheduled Board of Directors meeting.
- C. If the Board of Directors, after a hearing, determines that no violation exists, it shall take no further action and rescind any fines. If the Board determines that a violation does exist, it shall assess the Unit Owner of any fines imposed and order abatement of the violation within seven (7) days of the hearing to be followed by written notice.
- D. Failure of a Unit Owner to provide information required by Bylaws shall incur a \$50 fine per month for each of the first three months following issuance of two notices with a compliance due date. Failure to comply after the initial three months shall incur \$100 fine per month.

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17. FINANCIAL RESPONSIBILITIES AND PROCEDURES

- 17.1 All Association regular fees are due on the first of each month.
- 17.2 If any fee is overdue and not received in excess of 30 days, the Management Agent will issue a Notice of Default to the Unit Owner. The Notice of Default will be sent via U.S. Mail. A late fee in accordance with the By-laws will be charged and paid to the Association for any monthly fee that is overdue.
- 17.3 If the Unit Owner fails to correct the default within ten (10) days from the date on which the Notice of Default is postmarked, the Managing Agent shall notify the Association's Board of Directors, and the Board shall vote to authorize the Agent to place a Memorandum of Lien on the Unit Owner's unit.
  - a. Such authorization shall be granted at the next regularly scheduled meeting of the Association's Board of Directors.
  - b. Any Lien assessed shall include interest, late fees, costs, and attorney's fees.
  - c. The Managing Agent will record the Memorandum of Lien at the Hillsborough County Registry of Deeds, and mail a notice to the Unit Owner stating that a Lien has been placed on the property.
  - d. Upon payment in full of all amounts assessed, the Managing Agent will prepare and record a release of the Lien at the Hillsborough County Registry of Deeds, and mail a copy of the release to the Unit Owner.

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  - c. If the Board of Directors, after a hearing, determines that no violation exists, it shall take no further action and rescind any fines. If the Board determines that a violation does exist, it shall assess the Unit Owner of any fines imposed and order abatement of the violation within seven (7) days of the hearing to be followed by written notice.

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18. BOAT HOUSE

- 18.1 A Boat House for the storage of canoes, kayaks, or boats is located at the north end of the complex. Due to limited space, usage of this facility must be limited to Unit Owners in good standing on a first come, first serve basis as space is available. No drinking or smoking is allowed in the building.
- 18.2 Unit Owners desiring to utilize the Boat House for boat storage must complete an application form, available on request from the Management Company. Unit Owners will be asked to execute a release/waiver of liability form. A signed liability release form must be submitted prior to receiving a key to the Boat House. A key fee will be collected, the amount to be determined based on the cost to the Association of changing the locks and having keys made. Unit Owners may not duplicate this key or lend it to an unauthorized individual for any purpose.
- 18.3 Racks are provided for the storage of canoes or kayaks, and should be used solely for this purpose. Any other type of boat should be stored perpendicular to the front wall to allow for free movement to other users of the facility. Each boat should be identified by registration number or serial number. Unidentified boats will be removed immediately. Boats must be removed immediately whenever a Unit Owner leaves the community.
- 18.4 To facilitate security, the lock may be changed annually. Unit Owners are reminded that outside vendors will have access to the storage facility on a limited basis. From November 15<sup>th</sup> through April 15<sup>th</sup>, the entrance must be kept clear for the exclusive use of the snowplow.

# THOREAU'S LANDING CONDOMINIUM ASSOCIATION

## LANDSCAPE GUIDELINES FOR UNIT OWNERS/RESIDENTS - 2000

### PURPOSE

These Guidelines are published to encourage and facilitate the involvement of the Unit Owners and Residents in helping to make Thoreau's Landing a more beautiful place to live. The Grounds Committee (Committee) serves as the interface between Owners, Landscape Contractor (Contractor) and the Thoreau's Landing Condominium Association Board of Directors (BOD), and the Committee should be the first point of contact by Owners on questions relating to landscaping and these Guidelines. All owners and residents at Thoreau's Landing are subject to these Landscaping Guidelines, of which the Watering Guidelines, separately published, are a part.

### ALTERATION OF COMMON AREAS

Article V, Paragraph 7 (h) of the Thoreau's Landing Bylaws provides Owners the opportunity, following appropriate BOD approval, to alter the Common Area. Only Owners may seek approvals to changes as discussed in the Guidelines, all Residents are subject to these Guidelines.

### BEDS

All established beds are typically maintained by the Contractor. Any changes in size, shape or location are controlled by the BOD, with the advice of the Committee and the Contractor. Owners may add to or modify edged front beds or those more than three (3) feet from the Unit only with prior BOD approval. For expedited approval the a request to add to or to modify these front beds should include a sketch showing types of plantings and the beds' size and location relative to units and existing beds, if any. Depending upon the beds' location any additions, or changes may need concurrence from neighboring units whose views may be effected, and/or from the Contractor due to lawn maintenance issues.

Owners may, without Committee or BOD approval, add, remove or modify rear beds within three (3) feet of the buildings, decks/patios or privacy fences associated with their unit. Should owners wish to plant shrubs in such beds prior approval by the Committee and the BOD is required. Should owners wish to plant only perennials and annuals in such rear beds NO prior approval by the Committee or the BOD is required.

The beds should be mulched with cedar or hemlock mulch, which tend to reduce insect impact (compared to pine mulch for example). The mulch should be kept from direct contact with the building siding and trim. In the rear of the units, for drainage purposes, small stones may be used in place of mulch.

Any rocks, soil, sod or other debris removed from a bed must be disposed of the by the Owner. Such disposal must not take place along the shoreline of either river abutting the property. Rocks and stones may be placed out of sight on the western edge of the property toward the railroad tracks.

# THOREAU'S LANDING CONDOMINIUM ASSOCIATION

## LANDSCAPE GUIDELINES - 2000 - Page Two

### TREES

Existing trees are maintained by the Contractor, as recommended by the Committee and directed by the BOD. When trees are damaged or diseased the Contractor will remove them, including stumps, upon recommendation of the Committee. As funding is identified the Committee will replace trees removed from the fronts of units. The Committee will work with Owners and the Contractor to identify types of replacement trees and to schedule such replacement.

### SHRUBS

Existing shrubs and perennials located in the Common Area are typically maintained by the Contractor upon recommendation of the Committee and the approval of the BOD. Upon receipt of permission from the Committee Owners may trim shrubs at their units. Shrubs must be maintained at least twelve (12) inches from the Unit and shrubs in front of windows must be below window sill height. The Committee and Contractor may maintain or remove any shrub not maintained to this specification.

When shrubs become overgrown, damaged or diseased the Contractor, upon direction of the Committee, will remove them, including the stumps. Owners may donate replacement shrubs by coordinating their selection through the Committee and the Contractor. If deemed to be in the best interest of the community and subject to available funds, the BOD may authorize replacement shrubs at Association expense. Certain shrubs placed in proximity to other shrubs may cause disease or fungus on the nearby shrubs, therefore coordination in the placement of shrubs is a must.

Should an Owner, upon Committee recommendation, receive BOD approval to plant a shrub in the Common Area, all such shrubs must be in an edged bed. (See suggestions in Bed approval) Should the shrub need to be removed for any reason, the Committee may determine whether such shrub should be maintained, removed or replaced by the Contractor.

### ANNUALS AND BULBS

Owners, without any additional Committee or BOD approval, may add and provide full maintenance for, annuals or bulbs in any established bed in the Common in the vicinity of their Units. Any such annuals or bulbs must be kept a minimum of twelve (12) inches away from the base of any building.

### PLANTERS, POTS, WINDOW BOXES, TRELLISES, ETC.

Owners may place planters, pots, window boxes, trellises, etc. in the Limited Common Area of their Units provided said items do not obstruct the entrance to or exit from said Units, do not block free access to and from other Units or through the Common Area and do not obstruct the view from any other Unit.

# THOREAU'S LANDING CONDOMINIUM ASSOCIATION

## LANDSCAPE GUIDELINES - 2000 - Page Three

### LAWNS

Lawns are maintained by the Contractor. Damage of lawns caused by an Owner should be promptly repaired by said Owner. Any other damage to lawns caused by disease or other reason should be reported to the Committee. Owners should not place any pools, furniture, pots, planters, hoses or other items onto lawns. Said items obstruct the proper maintenance of the lawns and may cause damage.

### OTHER MATTERS

- Special requests for assistance from the Contractor may be accommodated by the Contractor. These requests must be made through the Committee and may have a charge connected to them.
- Poison ivy exists throughout the property. Treatment for the killing and/or removal of poison ivy requires special care and experience. Please report the location of poison ivy to the Committee or the Contractor.
- Special Landscaping and/or Clean Up Projects in the Common Areas may from time be schedule by the Committee, which is responsible for coordinating all such activity..

### The Grounds Committee - 2000

Carolle Hayward, Co-Chairman - #20  
Victor Twaddell, Co-Chairman - #10  
Nancy Smith - #53

**These Landscape Guidelines were approved  
by the Grounds Committee and the BOD, August, 2000,  
and are to take effect immediately,  
and stay in effect until rescinded.**

# THOREAU'S LANDING CONDOMINIUM ASSOCIATION

## LANDSCAPE WATERING GUIDELINES - 2000

In the interest of finding a balance between the cost of water and the desire to have lush, green vistas to admire, the Board of Directors (BOD), upon recommendation of the Grounds Committee (Committee), has adopted the following guidelines for watering of the lawns in the Common Areas.

- The landscape contractor will be primarily responsible for the watering of major common areas in front [toward the streets and driveways] of the units. Such watering shall be dictated by the amount of natural rainfall. Should it be noticed that an area appears to need more watering, or may have been missed, owners should please report this to the Management Company. Owners may supplement such watering if necessary.
- Owners may water their plantings as necessary. Watering by owners of lawns to the rear of units should only be done in the absence, for several days, of natural rain. Such watering should take into consideration the following standards and usage:
  - It is **not** good for grass to be watered every day.
  - The average sprinkler can use up to 600 gallons of water per hour.
  - Industry standards recommend that effective watering should be done prior to 9:00am and after the heat of the day (5:00pm or later).
  - Each area need not be watered longer than thirty (30) minutes per watering.
  - A sprinkler should be sized and adjusted to cover the area being watered. Watering roads or drives is expensive and wasteful and runoff created can cause damage to beds.
- With these standards and methods in mind the Committee would like residents to adhere to the following:
  - Residents may take individual responsibility for the watering of their flower beds and/or foundation beds.
  - Residents may water the rear common areas on an as-needed basis. Should access to a spigot be necessary, please contact the Committee.
  - Residents may water the center areas of cul-de-sacs **ONLY** in periods of severe drought.

The landscape contractor and/or the Committee would be happy to meet with owners needing assistance on determining the selection of a sprinkler or implementing any of the above guidelines.

**These Watering Guidelines were approved  
by the Grounds Committee and the BOD, August, 2000,  
and are to take effect immediately,  
and stay in effect until rescinded.**

# GREAT NORTH PROPERTY MANAGEMENT

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100 DANIEL WEBSTER HIGHWAY  
NASHUA, NH 03060

TEL: 603-891-1800  
FAX: 603-891-0086

To: Thoreau's Landing Condominium Association  
Unit Owners

From: Jennifer Scales, ARM, CMCA 

Date: July 25, 2001

Re: Motion Passed by Board of Directors

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The Board of Directors unanimously passed the following motion relative to delays in the Repair Project by Unit Owners at the July 18, 2001 Board of Directors meeting:

"In as much as any delay in the Repair Project may cause considerable expense to the Association and therefore to all Unit Owners, be it so approved that beginning Monday, July 30, 2001 and thereafter any delay, for any reason, of the so-called Repair Project by the action or inaction of a Unit Owner or Owners, following proper advance notice by repair project personnel, may subject said Unit Owners(s) to a fine of not less than \$100.00 per day nor more than \$1,000.00 per day per Unit(s) causing said delay for the duration of said delay. A delay to be determined in the sole discretion of the Clerk-of-the-works for the Association and the Repair Project Contractor, SPS Inc., upon approval of the Board of Directors of the Thoreau's Landing Condominium Association and upon whose authority said fine may be levied and may become a lien against said Unit(s)".

Please don't hesitate to phone me should you have any questions or require additional information.



JGCA HOLDING CORP.

