

West Cove “B”  
“F Y I”  
For Your Information

**OWNER REQUESTS**

Please note that all requests for changes and/or alterations TO or IN a Unit must be submitted in writing to your Board of Directors. The West Cove “B” Alteration Form can be printed from the Belle Terre website [www.belleterreus.com](http://www.belleterreus.com) – go to the B Owner Section homepage. Submit your request to: West Cove Board of Directors, P.O. Box 297, Grantham NH 03753 or email it to [office@belleterreus.com](mailto:office@belleterreus.com)

**INSURANCE**

Please remember that your Association’s Insurance Policy has a \$5,000 deductible. In accordance with your By-Laws, owners are responsible for the first \$5,000 if the damage is the result of an insurable loss. We recommend you discuss this with your own insurance agent to confirm you have the proper coverage on you HO6 Policy (Homeowner).

**TRASH REMOVAL**

Pick-ups are Mondays only [subject to change during holiday weeks]; please be sure the trash is properly bagged [tall kitchen bags-no small convenience store bags please] and stored in the designated area in the unit “cubby” to avoid animals strewing it about. Do not leave rubbish on the walkway or street edge. Although recycling is appreciated, it is not mandatory at this time

If you would like a dump sticker for your vehicle, you can pick one up at the Grantham Town Office. Provide your name, Association name and bring your vehicle registration and they will issue you a sticker at no charge.

**CANOE STORAGE**

There are storage racks available for your use. They are located in the “beach” area and/or along the fire lanes. Contact the Eastman Community Association for rates and availability. Please remember to launch your watercraft from the designated areas.

**GROUNDS MAINTENANCE**

All grounds maintenance is taken care of by the Association, including snow removal. Per contract, walks are scheduled to be shoveled, between 7:00 a.m. and 5:00 p.m. when 2 or more inches of snow have accumulated. (Workers may arrive earlier and stay later depending on storm size.) Storms 2 inches or less are the responsibility of the unit owner; therefore, please remember to keep a shovel handy in your unit for those snowstorms 2 inches or less. Snow melting from the eaves can cause early morning ice spots; therefore, we provide a container of ice melt (placed in your storage shed) to be used at your convenience. Refills may be picked up at our office at 548A Route 10 South. The plowing and sanding of roads/parking is done as needed after at least two inches of snow has fallen. Occupied units are done before unoccupied units, so it is helpful if you notify our office of any long-term tenants.

## **TENANTS**

Keeping tenants apprised of the rules, regulations, service schedules, etc. is the responsibility of the unit owner. Please keep your tenant and/or rental agent updated on any issues pertinent to their stay in your unit. Remember, tenants do not receive correspondence from the Association

## **MANDATORY CHIMNEY INSPECTIONS**

Active wood burning appliances and flues must be inspected annually and cleaned at the time of the inspection if the sweep determines cleaning is necessary. The Unit Owner is responsible to schedule the inspection and for the cost to inspect and clean. The Unit Owner must provide the Association with a copy of the inspection report confirming the flue and wood appliance[s] comply with the NFPA codes for use on or before October 15 of each year.

To help preserve the structural integrity of your chimney and to safeguard against fires, please adhere to the simple basics outlined in the "Wood Burner's Alert" posted on the B website.

## **FIREWOOD**

Firewood must be stacked a minimum of 2-3 ft. from the unit, including, decks, walkways, and their supports. Please ask the provider of your firewood to take caution not to damage any shrubs/trees in the delivery process. Owners are responsible for cleaning up any debris left as a result of the delivery. Firewood should be covered with a brown tarp to help ensure the wood stays dry for burning.

## **PARKING**

The Eastman Community Association issues the required parking sticker for the Eastman Community Association. Eastman stickers are available at the South Cove Activity Center. West Cove "B" also requires a parking sticker for each owner vehicle. The sticker should be placed on the left rear bumper of your vehicle. Tenants and guests must use a temporary parking hanger while on site. Please contact Belle Terre Property Management if you need an Association sticker[s] or a tenant/guest hanger.

## **BILLING**

Quarterly bills are sent out two weeks prior to the first payment's due date. Payments may be made on either a quarterly or monthly basis, payment is due on the first day of the month. Quarterly payments must be made in the first month of the quarter to avoid late charges. Please note: The Association's fiscal year is September 1<sup>st</sup> to August 31<sup>st</sup>.

## **KEYS**

Please remember to notify the Belle Terre office in advance if you would like your unit key released to a vendor, guest, and/or tenant. Please remember this service is a courtesy; therefore, we recommend you make advance arrangements for the key pick up. Pursuant to our Bylaws, owners must provide the Association Management Company with a working key.

Belle Terre Property Management - PO Box 297 Grantham, NH 03753

Belle Terre Office Telephone 603.863.1405

E-mail: [office@belleterreus.com](mailto:office@belleterreus.com)

Website: [www.belleterreus.com](http://www.belleterreus.com)