

F Y I

For Your Information

OWNER REQUESTS

Please note that all requests for changes and/or alterations must be submitted in writing to your Board of Directors. The East Lake Condo Association Alteration Form can be printed from the Belle Terre website www.belleterreus.com – go to the East Lake Owner Section homepage to print. Submit your request to: Board of Directors, P.O. Box 297, Grantham NH 03753 or email it to the Board at: boardof-directors@comcast.net.

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 to your unit is the result of an insurable cause. We recommend you discuss this with your own insurance agent to confirm you have the proper coverage on your HO6 Policy (Homeowner).

TRASH REMOVAL

The Association **does not** provide for trash removal service. Owners and guests are responsible for disposing of their household refuse. Vehicle stickers must be picked up at the Town Office in order to use the local transfer station. You must provide your vehicle registration at the time of pick up. For more information, you can contact the Town Office at 603.863.6021.

Hanover Floor Care (603.863.4544) and Doodles Homecare (603.863.4550) also provide a weekly pick up service for condominium owners.

CANOE STORAGE

There is a storage rack available for your use located below the fire lane access near the beach. These racks are maintained by the Eastman Community Association; therefore, you must contact the ECA office for rates and availability.

GROUNDS MAINTENANCE

All grounds maintenance is taken care of by the Association, including snow removal. We recommend you keep a shovel in your storage shed for use if necessary, after hours. Snow melting from the eaves can cause early morning ice spots; therefore, we provide a container of ice melt (placed in your cubby or storage shed) to be used at your convenience. Contact Warren Legacy at Legacy Landscaping [603-863-1061] if you need a refill. The plowing and sanding of roads/parking is done as needed. Occupied units are done before unoccupied units, so it is helpful if you notify our management office of any long-term tenants or pending visits.

TENANTS

Keeping tenants apprised of the rules, regulations, service schedules, etc. is the responsibility of the owner. Please keep your tenant updated on any issues pertinent to their stay in your unit. All Unit Owners must provide the Association with an updated Tenant Contact Form which can be found on the Belle Terre website on the East Lake Unit Owner homepage.

CHIMNEYS

At the expense of the Association, active wood burning appliances and chimneys are inspected one (1) time a year. Cleaning if necessary, are done at the time of inspection and the owner is billed accordingly for the cleaning. 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”. A tentative schedule for the inspection will be given in advance.

FIREWOOD

Firewood must be stacked a minimum of 2-3 feet 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 safe burning.

PARKING

The Eastman Community Association issues the required parking sticker for the Eastman Community Association. You can pick up your sticker at the South Cove Activity Center.

If you do not have East Lake Condo Association bumper stickers for your vehicles or “guest” hangers for use by short term visitors and tenants, please contact Belle Terre. Please be sure your guests return the “hangers” to your unit for use by future guests. Parking inside the East Lake complex is for East Lake owners and guests only; therefore, the use of these stickers and hangers will help avoid East Lake residents and guests from being ticketed.

BILLING

Quarterly bills are sent out two weeks prior to the first payment’s due date. Payments may be made on either a monthly or quarterly basis. However, keep in mind that payments must be made by the **first day of the month** for which they are due in order to avoid late charges.

If you have any questions and/or concerns, please contact Belle Terre Property Management at:

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

Phone 603.863.1405

E-mail: office@belleterreus.com Website: www.belterreus.com

Board Email: boardof-directors@comcast.net