

South Cove Heights 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 South Cove Heights Alteration Form can be printed from the Belle Terre website www.belleterreus.com – go to the H Owner Section homepage. 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 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

Pick-ups are Mondays ONLY, please be sure trash is properly bagged and stored in the designated area to avoid animals strewing it about. Although recycling is appreciated, it is not mandatory at this time.

Note: Pick up days are subject to change on Monday Holidays- any changes to the schedule will be emailed to owners in advance.

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 of snow has accumulated. (Workers may arrive earlier and stay later depending on storm size.) We recommend you keep a shovel in your storage shed for use if necessary, during after-hours. Snow melting from the eaves can cause early morning ice spots; therefore, we provide a container of ice melt (placed in entry "cubby") to be used at your convenience. Refills may be picked up at our office at 548 Route 10 South. Occupied units are done before unoccupied units, so it is helpful if you notify our office of any long-term tenant.

Plowing – It is important to note that the Eastman Community Association plows Barn Owl Overlook; therefore, the majority of your association road is done by the ECA. The Association contracts the plowing of the "cut-in" parking pads and when needed the unit side "edge" of the road as well as the overflow parking at the top of the street. Plowing and sanding is done as needed after at least two inches of snow has fallen.

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. Remember, tenants do not receive

correspondence from the Association. Unit Owners must complete and submit a Tenant Contact Form to the Association. Form can also be found on the website.

MANDATORY CHIMNEY INSPECTIONS

Active wood burning appliances and flues are inspected annually and cleaned at the time of the inspection if the sweep determines cleaning is necessary. The Association pays for the inspection only and it is the unit owners' responsibility to pay for the cleaning; the unit owner account will be assessed if a cleaning was required. Please remember, advance notice for the exact day and time is not given for chimney inspections. Owners are notified via email of the tentative dates and must sign up for the inspection if burning wood.

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".

FIREWOOD

Firewood must be stacked a minimum of 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 burning.

PARKING STICKERS

The Eastman Community Association issues the required parking stickers. Their office is located at the Center of Eastman (Use the main entrance-first right/follow the signs). The South Cove Activity Center also issues parking stickers. Please note: Each unit is allotted **two** parking spaces per unit.

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

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

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Website: www.belleterreus.com

Board Email: boardof-directors@comcast.net