# *Atherton Common Handbook*

***Updated July 2021***
***(note: Items marked "New!" are items addressed by the Board since the last publication)***

## Introduction

This handbook includes general information concerning the governance of Atherton Common and includes the Atherton Good Neighbor Rules as adopted by the Association's Board of Directors. The purpose is to assist all Atherton Common residents in understanding the rules and regulations under which the Association operates in the belief that these provisions are necessary in order to maintain a high quality residential community. Comments and updates are welcome. Contact the Board Secretary with your recommendations who will take them to the Board.

This is not a substitute for the Declaration and Bylaws, which should be read and understood by every Unit Owner.

There are a few features that make your home at Atherton Common different from traditional forms of home ownership.

1. You share ownership of common land and have access to it and its amenities. By purchasing into Atherton Common, you automatically become a member of the Atherton Common Condominium Unit Owners Association; (hereafter called the Association), with all the other Unit Owners, and as such, agree to abide by the Association's established rules and regulations.
2. You pay a regular monthly fee that is used for the routine maintenance, operation and capital expenses of the property.
3. The monthly fee includes a required regular contribution to the Association's Capital Reserve Fund, which is specifically designated only for the purpose of covering the expense of replacing a capital asset.
4. From time to time, at the discretion of the Association's Board of Directors, you may be assessed an amount over and above the regular monthly fee if the associations operating account is not sufficient to meet unforeseen maintenance expenses. Notice of special assessment(s) will be announced at the annual meeting and recorded in the minutes. Emergency special assessments may be imposed based on two-thirds vote of the Board (e.g. downed trees as a result of a snowstorm) in accordance with NH Statute Chapter 356-B (III):40-c.
5. It is the Board of Directors who determine the appropriate annual fees and assessments. And Unit Owners vote to approve the HOA fee and assessments at the annual meeting normally scheduled in the month before the beginning of the calendar year.

**The guidelines published in this Handbook apply to Tenants as well as Unit Owners. If you are renting your Unit, you are obliged to provide your Tenant with a copy of this Handbook by making a copy found on-line at [www.athertoncommon.com](http://www.athertoncommon.com)**

# Telephone Numbers

## Management Company – Great North Property Management

Norman Desrochers - Property Manager. Email: norm.desrochers@greatnorth.net" norm.desrochers@greatnorth.net. Phone: 603-658-8765. For emergencies during business hours (M-F, 9 am – 5 pm) call 603-891-1800. After business hours, holidays and on weekends, call 603-436-4100.

## Amherst Town Services

(Phones listed are for non-emergency needs; for Emergencies, please dial 911)

| | | |
|---|---|---|
| Town Hall | 2 Main Street | 673-6041 |
| Police | 175 Amherst Street | 673-4900 |
| Fire | 177 Amherst Street | 673-1545 |
| Emergency Medical Service | 177 Amherst Street | 673-1545 |
| Town Library | 14 Main Street | 673-2288 |

## For your convenience, add other important numbers below:

| Name | Telephone Number | Email |
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# General Information

Atherton Common was established in 1981. There are 45 residential Units located in 15 freestanding buildings on the property.

Atherton Lane is a private road within the boundaries of the Atherton Common property and is accessed from Old Milford Road. Atherton Lane is owned and maintained by the Association.

## Association Board of Directors

A five (5) member Board of Directors directs the affairs of Atherton Common. The Board members are Atherton Common unit owners who are elected by fellow unit owners. They are volunteers and serve without compensation. The Board has the power and authority under New Hampshire law and the provisions of the Declaration and Bylaws to govern the operation and management of the Association's affairs.

## Powers and Duties

The following is a brief summary of their powers and duties. Refer to Bylaws Article III.

1. Prepare an annual budget.
2. Establish monthly Home Owners Association (HOA) fees in support of the annual budget. That fee is submitted for vote at the annual meeting.
3. Provide for operation, care, upkeep, replacement, and maintenance of all of the Common Area and services of the Condominium.
4. Designate, hire and dismiss personnel necessary for maintenance, operation, repair and replacement of the Common Area.
5. Make and amend Rules governing the use of the property and enforce provisions of the Declaration, the Bylaws and NH law RSA 356-B (aka New Hampshire Condo Act).
6. Obtain and maintain insurance against casualties and liabilities as provided by the Bylaws
7. Maintain books of account showing receipts and expenditures of the Association.
8. Prepare an annual financial statement and provide to all Unit Owners.
9. Suspend and/or terminate use of Common Areas and services paid for or provided by the Association for Unit Owners who are delinquent in payment of their fees, assessments and other related charges and/or take whatever legal actions are necessary to bring such Unit Owners into compliance.
10. Employ or contract with a professional manager or management firm to perform duties and services which the Board authorizes.
11. Make available at each annual meeting and/or when called for by a vote of the Unit Owners, at any special meeting of the Association a full and clear statement of the business and condition of the condominium.
12. Policy decisions concerning the property are generally made during Board meetings, which are usually held quarterly. Maintenance items are generally assigned to the Property Manager who is responsible for their completion. Any Unit Owner is welcome to attend these meetings, either to comment or merely observe. Please ask to be added to the agenda if you wish to speak during a meeting.

## Association Meetings

The Association has an annual meeting of unit owners each year for the election of Board members, adoption of the annual budget and other Association business. All Association members are eligible to vote on Association matters, whether in attendance or by proxy, one (1) vote per Unit. Refer to Bylaws Article II, Sections 4-9.

The Board may call special meetings of the Association Unit Owners when issues require.

Decisions at any special meeting and annual meeting require the concurrence by a quorum (greater than 25%) of Unit Owners.

# Fees and Assessments

Each Unit Owner, by acceptance of the deed to a Unit, agrees to pay the Home Owners Association (HOA) fees to the Association for operating expenses and a contribution to the Capital Reserve Account. These are collected at a time set by the Board of Directors and the schedule is announced at the annual meeting. These fees provide the Association with the revenue required to pay the cost of the Association's responsibilities. Refer to Bylaws Article V, Sections 1-3.

HOA fees and assessments are payable to the Atherton Common Association. Regular HOA fees are due on the first of each month. A coupon book is provided to all Unit Owners. Direct Deposit is also available by contacting the property manager. Assessments are due in installments as established by the Board of Directors and approved by the Unit Owners.

Per Article 5, Section 12 of the Bylaws, if a unit is sold, the buyer is assessed an initial assessment equal to two months' HOA fees and this fee is put into the Capital Reserve Fund.. This assessment does not replace the regular HOA fee. Details about payment are found in the referenced Bylaw.

# Property Management Company

The Great North Property Management, a professional management company is contracted to handle the day-to-day management of the Association's property. The property manager attends all meetings of the Board of Directors. Great North is responsible for monitoring all maintenance activities and collecting the HOA fees and assessments from Unit Owners and maintaining all financial documents. A copy of the contract is accessible for viewing by contacting the Board of Directors. Refer to Bylaws Article III, Section 2.

# Declaration and Bylaws

The Condominium Declaration and the Association's Bylaws have provisions which govern affairs of the Association. Copies are available from our website at www.athertoncommon.net, the Management Company or the Board of Directors. These documents are not guidelines. They are legally binding documents under NH law. Note: You may be asked for a printing fee for the paper and ink costs if you ask for a printed copy.

# Channels of Communication

The Board relies on the Management Company to carry out the Board's decisions and handle communications by and between the Association's owners, contractors and vendors. If you have questions or concerns about maintenance of the property, please direct the matter to the

Management Company, in writing or by e-mail with a copy to the Board President. Policy decisions affecting the property are made during Board meetings. The only exception to this is that you should send a letter or e-mail directly to Board members concerning problems that you may have with the Management Company.

# Definitions and Maintenance Responsibilities

Certain maintenance and repair items are the responsibility and expense of the Association. Others are the responsibility and expense of individual Unit Owners. The question of responsibility is based on definition of several different types of property classifications involved. These definition and maintenance responsibilities are specifically stated in the Association's Declaration and Bylaws. Refer to Bylaws Article V Sections 4-11 and Declaration, paragraph 3.

## Emergency Access to Units

Management may need access to your unit as provided by the Bylaws. If you have provided emergency contact information in your absence, we will make all reasonable efforts to contact you. If we are unable to contact you, in an emergency, management will call a locksmith to gain entry. Refer to Bylaws Article V, Section 10.

## Non-Emergency Access to Units

The Association will provide telephone or written notice of the need to enter your unit and will make arrangements with you or your tenant to gain access. Refer to Bylaws Article V, Section 10.

# Good Neighbor Policy and Guidelines

The Atherton Common Declarations, Bylaws and the following Good Neighbor Guidelines define the standard of living residents can expect from Association living. These documents are designed to protect the rights of each resident. However policy and procedure cannot replace courtesy and the need to communicate with each other. Before raising an issue or filing a complaint about a neighbor, we ask that you take the time to have a personal discussion. Neighbors talking with each other can achieve quicker results in a friendlier fashion. The documents are our foundation.

The following is a list of Good Neighbor Guidelines for living at Atherton Common. It is a Unit Owner's responsibility to provide renters with copies of these rules and regulations. Adherence by all residents will make living at Atherton Common a pleasant experience for all concerned.

**ALTERATIONS:** No modifications, changes, additions or improvements to the exterior of the Unit Buildings, Common Areas or Limited Common Areas may be made without prior written approval from the Board of Directors. Licensed professionals should perform any alterations including electrical work, plumbing, modification of the weight-bearing walls, or remodeling. the Board requires the following documentation prior to work approval:

1) Copy of the building permit. If a permit is pulled Unit Owners are confident the work will be inspected.

2) A certificate of insurance from the general contractor, proving the contractor carries liability and workers comp insurance.

3) In the case of structural changes, the plans must be signed off by an architect or structural engineer.

Refer to Declarations, paragraph 3-d (iii), 3-e (ii) and 3-i (iii) and Bylaws, Article V, Sections 6-7; Article VI, Section 3-c; and Article XIII.

**BASEMENT WATER SENSOR**: It is recommended each Unit Owner have one installed as early warning of a flooded basement will likely preserve belongings and furnishings. It will also help minimize adjacent Unit Owners' property should water leak into their Unit. Sensors are easy to install and inexpensive.

**CHIMNEY FLUES**: It is the Unit Owner's responsibility to maintain the furnace/chimney flues even if the Unit Owner does not frequently use the fireplace. Unit Owners are encouraged to have the flue annually inspected as it is used for furnace operation. Inspection and regular maintenance of the chimney flue is essential if a pellet stove has been installed as sparks could ignite a chimney fire.

**CLOTHESLINES:** Outside clotheslines are prohibited. Refer to Bylaws Article V, Section 8 (d) and (e).

**DAMAGE TO COMMON AREAS:** Refer to Bylaws, Article V, Section 4, (a) and (b) (amended).

**FIREWOOD STACKING:** Because of potential termite or carpenter ant infestations, it is requested that Unit Owners not stack firewood against the sides of the buildings.

**GARAGES:** The garage must not be used for any prohibited activity. Major automotive repairs are prohibited in the Common or Limited Common area. Flammable liquids must be stored in a manner that meets accepted safety standards.

**GARAGE DOORS:** For safety and security, garage doors should be kept closed when the garage is not in use.

**GARAGE OR YARD SALES:** None are permitted without prior approval of the Board.

**HOME BUSINESSES:** Commercial use of units is prohibited. Refer to Declarations, paragraph 3-i (i).

**NEW! MULCH:** Mulch is generally set out each spring in the common areas. As many Unit Owners maintain gardens – common areas owned by the Association – they should contact the Board each year in mid-winter if they wish to decline to have those areas mulched. The Board, in collaboration with the Grounds Committee, will determine if an exception will be made for that year.

**NOISE:** Noise that distracts or disturbs others is prohibited. Residents must refrain from any activity which causes a disturbance or creates a nuisance to other residents. Refer to Bylaws Article V, Sections 8-c and d.

**OFFENSIVE ACTIVITY:** No noxious, illegal or offensive activity shall be conducted in any Unit, or upon the Common or Limited Common Areas, nor shall any Unit be used in any way or for any purpose which may endanger the health of, or unreasonably disturb, any occupant. Refer to Bylaws Article V, Section 8.

**OUTDOOR GRILLS:** Extreme care should be used when using grills. Use of charcoal or gas grills on screened porches or in garages is extremely dangerous and prohibited. Operating grills should be placed at least 15 feet from any building, including the garage

**PETS:** No animals except for common household pets, shall be bred, raised, or kept in any Unit, garage or in the Limited Common or Common Areas. Many residents of Atherton Common have pets. Owners are expected to keep them under control at all times and follow the Town of Amherst's laws regarding pets. Pets must be walked on a leash at all times and residents are responsible for picking up after their pets. Common areas and Limited Common areas must be kept clean of droppings at all times. Owners and residents will be required to take action to prevent their pets from annoying others and being a nuisance. No pets shall be tethered outside in a Common or Limited Common area without being attended. Excessive barking violates our noise rule. Refer to Bylaws Article V, Sections 8-b and d.

**POND:** The pond is for the enjoyment of residents and invited guests but also serves to channel water under the road and as a fire point. Children should not be allowed to play unsupervised around the pond.

**POWER GENERATORS**: Only portable generators are permitted. Standby generators are an encroachment on the common area which is prohibited by our declarations. Portable generators must connect through a transfer switch installed by a licensed electrician. Unless the generator is powering life critical equipment, generators should be shut off between the hours of 11 pm and 5 am daily. The Board may waive this requirement during extremely cold weather.

**NEW! RADON MITIGATION:** In the late 1980s, a buyer found evidence of radon in the unit basement. The Association investigated and recommended Unit Owners inspect for radon, a naturally occurring gas known to cause health issues. If the Unit Owner decides to install a filter, it must be installed out of view from the street. Seek installation approval by the Board regarding placement. For more information regarding radon go to: Radon Program | Division of Public Health Services | NH Department of Health and Human Services. Testing information is found at: Testing for Radon | Radon Program | Division of Public Health Services | NH Department of Health and Human Services

**RENTAL OF UNITS:** Units may not be rented for periods of less than six months. All leases or rental agreements for any unit shall be in writing and shall be specifically subject to the Condominium Declaration, Bylaws and guidance listed in this Handbook. Refer to Bylaws, Article V, Section 8-h and Article IX, Sections 1, and 4.

**SATELLITE DISHES.** Installation of a satellite dish requires approval from the Board of Directors. While the Association cannot prohibit dishes under federal regulations, the Board has

the responsibility to direct where they are mounted given that the roof and the ground are common area not owned by the Unit Owner.

**SEPTIC SYSTEMS:** Each building has its own septic system. Therefore, each system supports three units. The septic systems should be used according to basic rules since replacement is extremely expensive. To extend the life of each septic system it is strongly recommended that nothing other than toilet tissue (no wipes or facial tissue) be disposed of in the toilet. Although each unit is equipped with a garbage disposal, the placing of garbage therein and thus eventually into the septic system can clog the system. It is strongly recommended that garbage should be placed in garbage bags for disposal with the trash pickup. Note the septic systems are based on the site plan of the buildings. Thus the addition of bathrooms or other water sources will not be approved by the Board unless the applicable septic system had been modified to accept the additional workload. Refer to Bylaws Article V, Sections 4-a and b.

**SIGNS:** No signs are permitted on the grounds. No advertisements or posters of any kind shall be posted in or on the property except as authorized by the Board. Refer to Bylaws Article V, Section 8-a.

**SNOW AND ICE REMOVAL FROM ROOFS**: Contact the Property Manager for a list of approved roof snow and ice removal contractors. Inexperienced contractors will likely damage the roofs and copper shields.

**SNOW REMOVAL.** Vehicles parked in driveways during the winter impede snow removal and Unit Owners should be prepared to move them while snow plowing is in progress. In the event a driveway is not thoroughly plowed because of a parked vehicle, it is the responsibility of the Unit Owner to clear the area. Currently, the contract has the Unit Owner applying salt to the sidewalks following shoveling by the contractor. Refer to Bylaws, Article V, Section 4-c.

**SPEED:** All residents and guests are requested to observe a vehicle speed of less than 20 MPH when traveling Atherton Lane.

**STRUCTURES/OUTBUILDINGS:** No structures or outbuildings may be installed on common areas or limited use common areas without adherence to the N.H. Condominium Act, the Declaration and the Atherton Common bylaws.

**TENNIS COURTS:** Tennis courts are available to all owners, renters and their guests for tennis or basketball only, no rollerblading. Scheduling of these courts is unsupervised. Players should make every attempt to share the courts with others in a fair and equitable manner.

**TRASH REMOVAL:** Trash is ordinarily picked up on Tuesday of each week except when a holiday occurs. Schedule changes will be posted on the mailboxes and via email. Trash should be placed at the end of the driveways in secure containers. Trash should not be placed outside in uncovered boxes or containers since this frequently results in the area becoming littered. If litter occurs because of careless trash handling, the trash removal contractor may be requested to clean up the litter. In that event the responsible Unit Owner will be billed. The contractor does not currently offer a recycling program.

**VACATION:** When leaving for any extended period of time, residents are requested to turn off the unit's main water valve (located inside your unit) to prevent any possible flooding damage while away. If you are leaving for an extended period during the winter, not only should you turn off the

water but you should also drain the pipes. Refer to Bylaws Article V, Section 4-a; Article VI, Section 3;and Article VIII.

**VEHICLES:** Commercial trucks (have commercial plates and/or lettering or graphics on the vehicle), trailers, motor homes, boats, commercial vehicles and cars marked "For Sale" should not be parked in driveways or on the road on a regular basis.

**VISITOR PARKING:** Visitors (including contractors) must not park with the wheels of vehicles on the lawn area in front of the buildings as this area contains sprinklers that will break if run over by a vehicle. Repairs to the sprinkler system as a result of vehicle damage will be billed to the respective Unit Owner. Parking on the grass on the main access road across from the buildings is permitted.

**WORK INSTRUCTIONS:** Unit Owners/residents/guests should not give work instructions to any maintenance employee or service contractor who has been hired by the Board (i.e. landscaper or snow plow contractor). This requirement is not intended to reduce or refuse service; it is simply an administrative procedure to ensure that the contractor is performing the work in accordance with contractual agreement. All observations or requests of these services which are not meeting the expectations of the Unit Owners must be made in writing to the Management Company.

**WORK REQUEST:** Each Unit Owner must submit a request to the Management Company in writing, using the Work Order Request Form (available online at www.athertoncommon.net), with a copy to the Atherton Board of Directors (when the work order is mailed). The need for any repairs of the Common or Limited Common Areas that are the obligation of the Association.

## Modification of the Guidelines

Guidelines at Atherton Common may be amended or modified from time to time, as conditions change, by the Board of Directors. These guidelines will not be in conflict with the New Hampshire Condo Act, the Declaration or the Bylaws. Refer to Bylaws Article III. The most current guidelines are posted to the web site www.athertoncommon.net

## Utilities

Unit Owners are responsible for maintenance and payment of their own fuel oil, electric, cable television, internet service, and telephone. The Association pays for water service, the cost for which is included in the regular monthly HOA fee.

## Insurance

Article VI of the Association's Bylaws requires the Association to obtain certain insurance policies to protect common property.

**Master Policy:** The master policy covers buildings under certain circumstances against various perils, including fire, wind, lightening, water damage, etc. The coverage is an amount equal to the full replacement cost of the buildings and is subject to deductibles. Unit Owners may be assessed all or a portion of the deductable. There is also a master liability policy covering the Association, the Board, and agents or employees.

**NEW! Unit Insurance:** The master policy covers your unit in the original condition of its acceptance as a condominium. It does not cover the contents (your furnishings and personal items).

Unit Owners should review their insurance at least annually to ensure any modifications they or a previous owner has made are covered. Contact the property manager for details on the carrier as the deductible amount, the carrier's name, etc., may have changed. Your insurer may ask for this information.

Unit Owners should obtain at their own expense, additional insurance (including a condominium owner's endorsement) for those betterments and improvements to a Unit made or acquired by the Unit Owner. Refer to Article VI, Section 3b and 3c of the By-laws, which states that owners should obtain their own insurance for any improvements which exceed $1,000 and notify the Board of all such improvements. The Unit Owner should also obtain insurance for their benefit and at their expense, which insures all personal property, and other personal property and a liability policy, which covers his/her ownership and /or use of the Unit. If tenants lease a unit, tenants are responsible for obtaining coverage for that unit as a rental unit. Tenants are urged to buy coverage for their own possessions as owner's rental insurance generally will not cover a tenant's personal property.

# Checklist of Responsibilities

(This list is not intended to be all-inclusive. Please call the Management Company for further information.)

| DESCRIPTION | UNIT OWNER | ASSOCIATION |
|---|---|---|
| **Unit Interior** | | |
| Appliances | Y | |
| Carpeting | Y | |
| Caulking – Bathrooms, kitchens, etc. | Y | |
| Ceilings and sidewalls | Y | |
| Chimney Flues | Y | |
| Doorbells | Y | |
| Doors | Y | |
| Fireplace flues and chimney masonry | Y | |
| Floors | Y | |
| Floor coverings | Y | |
| Garbage disposal | Y | |
| Lighting fixtures | Y | |
| Painting (Unit interior) | Y | |
| Pest Control within Unit | Y | |
| Plumbing (Unit Interior) | Y | |
| Enclosed Porch interior | Y | |
| Porch sliding doors | Y | |
| Screens, windows, unless damaged by Association | Y | |
| Skylights | Y | |
| Smoke detectors | Y | |
| Walls (Unit interior) | Y | |
| Wallpaper and/or paneling | Y | |
| Windows, unless damaged by Association | Y | |
| **Building's Exterior** | | |
| Added walkways | Y | |

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|---|---|---|
| Antennas/satellite dishes | Y | |
| Building siding/surfaces | | Y |
| Bulkheads | Y | |
| Doors – Entry including frame and flashing | Y | |
| Doors – Entry locks and hardware | Y | |
| Doors – Entry painting | | Y |
| Doors – Screens, unless damaged by Association | Y | |
| Doors – Sliding | Y | |
| Driveway Sealing (not required) | Y | |
| Driveways | | Y |
| Faucets/handles serving only one Unit | Y | |
| Fences – Common Area | | Y |
| Privacy Fences between Units | | Y |
| Fences – Installed by Owner | Y | |
| Front deck or porch if not altered by previous or current Unit Owner | | Y |
| Front deck or porch extension | Y | |
| Front porch stairs unless altered by owner | | Y |
| Gardens, shrubs, trees installed by Owner | Y | |
| Gardens, shrubs, trees installed by Association | | Y |
| Garages – siding and roof | | Y |
| Garages - doors | | Y |
| Garages – doors, exterior painting | | Y |
| Garages – all hardware and openers | Y | |
| Garages – floors | Y | |
| Gutters and downspouts | Y | |
| Leaks caused by roof failure, exterior caulking | | Y |
| Leaks caused by exterior walls, including basement | | Y |
| Lighting fixtures serving Common Areas | | Y |
| Lighting fixtures serving individual Units | Y | |
| Mailboxes | | Y |
| Painting, exterior | | Y |
| Rear deck or Porch, including stairs | **Y** | |
| Roofs, including caulking and flashing | | Y |
| Screens, windows and doors, unless damaged by Association | Y | |
| Screened Enclosed porches, unless altered by Owner | | Y |
| Sidewalks to Unit entrance, if altered | Y | |
| Siding, maintenance and replacement | | Y |
| Siding, painting | | Y |
| Skylights | Y | |
| Shutters | | Y |
| Trim, maintenance and replacement | | Y |
| Ventilation louvers, including screening, trim, painting | | Y |
| **Utilities/Wiring/Plumbing** | | |
| Air conditioning | Y | |
| Basement water sensor | Y | |
| Cable TV wiring outside of Unit | Y | |
| Cable TV wiring inside of Unit | Y | |
| Drains –bathtubs/showers/sinks | Y | |
| Electrical panel/circuit breakers, inside of Unit | Y | |

| | | |
|---|---|---|
| Electrical switches/sockets, outside of Unit | Y | |
| Electrical wiring – meter to circuit breaker box | Y | |
| Furnace and fuel tank | Y | |
| Plumbing fixtures – inside of Unit | Y | |
| Plumbing lines, drains, water pipes – inside Unit | Y | |
| Radon mitigation | Y | |
| Septic lines – exterior from Unit to septic tank | | Y |
| Septic line if backups | | Y |
| Telephone – inside of Unit | Y | |
| Telephone lines – exterior | | Y |
| Toilets and backups – inside Unit | Y | |
| Toilets – wax rings | Y | |
| Toilets – fixtures and components | Y | |
| Water heaters | Y | |
| Waterlines, interior shutoff | Y | |
| Waterlines, exterior shutoff | | Y |
| Trash pickup service (part of condo fee) | | Y |
| Water bill (part of condo fee) | | Y |

| **Common Areas** | | |
|---|---|---|
| Atherton Common signage | | Y |
| Common Area improvements | | Y |
| Driveways | | Y |
| Privacy Fences | | Y |
| Irrigation system | | Y |
| Landscaping maintenance, all Common Area | | Y |
| Landscaping maintenance, areas installed by Owner | Y | |
| Lighting fixtures, external serving Atherton Lane | | Y |
| Pest control inside Unit | Y | |
| Septic lines, below ground in Common Area | | Y |
| Snow removal, sanding and salting of driveways and roads | | Y |
| Sidewalk salting | Y | |
| Streets – Atherton Lane, repair and replacement | | Y |
| Street lighting | | Y |
| Tennis court | | Y |
| Tree Removal except for trees planted by Owner | | Y |

**NOTE: Based on the Bylaws of the Association, the Board of Directors has the final determination when and if a question arises relative to repairing or replacing an asset; as long as the decision is not in violation of NH State Law, RSA 356-B. or the Declaration and Bylaws.**

**GUIDELINES ENFORCEMENT:** It is the responsibility of the Board of Directors to establish and enforce these guidelines. Any Atherton Common Unit Owner is welcome to comment to advocate change or modification of these guidelines via a signed letter delivered to the Board of Directors. The comments will be investigated and processed for further action. Please be aware that you may be asked to attend a Board meeting to further explain your written comments.

# Appendix

## Copy of Atherton Common Work Order Request

**Work Order Form - Please Print**
**Mail to**
**Great North Property Management, Inc. (attention Norm Desrochers)**
**636 DW Highway**
**Merrimack, NH 03054**

- ✓ Date you are submitting form:
- ✓ Unit number where problem exists:
- ✓ Unit Owner name:
- ✓ Unit Owner filling out form (if a tenant or other person):
- ✓ E-mail contact:
- ✓ Telephone or cell contact (to discuss repairs or follow-up questions):
- ✓ Description of issue that needs to be addressed (include any photos that may better explain the issue and location). A second page may be used.