

Wolf Park Commons Condominium Association

49 Harvell Street, Manchester, NH 03102

This document contains important information for all Owners, Tenants and Residents.

Unit owners are responsible for communicating the rules and regulations set forth in the bylaws of this condominium community to their tenants.

Fines will be enforced to unit owners for tenants not in compliance.

Unit Owner/Landlord Maintenance Responsibility –

Owners are responsible for the repair and maintenance of the interior of their units:

- Smoke detectors, heating and cooling systems,
- Appliances,
- Windows, screens, access doors to unit,
- electrical, mechanical, plumbing fixtures, switches, valves, drains, and outlets,
- water heaters, fans and vent fans,
- carpeting and all flooring, hardware and locks

Tenants/Renters must contact their landlord/unit owner for any interior maintenance requests. The management company is not authorized to perform and repairs without the consent or request from the unit owner.

Condo Association Building Maintenance Responsibility –

The homeowners' association is typically responsible for maintaining all common areas and the exterior of buildings, roof leaks, gutters, siding, fencing on the property, trash removal, landscape grounds upkeep and snow removal. *Tenants must report complaints to owner/landlord. All unit owners must submit complaints in writing to Sequel Property Management – PDolloff@Sequelnh.com*

Emergency Building Maintenance - such as an active water leak must be called into our main number 603-889-5160, listen to prompts carefully, dial (option #5) for our after-hours pager system. Please be sure to leave your name, address and phone number for our on-call personnel to return your call as soon as possible.

PARKING Permit Policy:

Unit owners are responsible for contacting Sequel Property Management giving parking permit passes to their tenants.

Article IV – Section 5.01 of the Wolf Park Bylaws gives the board power and duty to administer penalties for non-compliance.

1. **Only TWO (2) UNASSIGNED parking spaces per unit.** There is no guarantee that you will have parking available by your front door.
2. All vehicles in parking lot must be inspected, registered, and operable.
3. Fines and/or Towing will be enforced to any unit in violation.
4. Investors/landlords are responsible for requesting parking permit stickers for their tenants and communicating parking policy at lease signing.
5. Any unauthorized vehicles and/or vehicles without a permit sticker will be towed at owner's expense.
6. **No Guest Parking in front of Buildings I, II, or III.** Parallel parking spaces are available for Guests by the front island.
7. **No parking in front of dumpsters and/or fire hydrants.**
8. **MOTORCYCLES may be parked in front of your vehicle.** You may not park the motorcycle in guest parking or in its own space.
9. **Third vehicle requests must be made in writing for board approval.**

Any changes in your vehicle information or if a replacement sticker is needed, please contact Sequel Property Management as soon as possible during normal business hours Monday – Friday: 8am – 4:30pm. 603-889-5160 x110 or Email: JHammond@SequelNH.com.

Please Provide Sequel Property Management with information for Each Vehicle:

Make/Model/Color/ Plate #

Unit #

Resident Name:

Home/Cell Phone:

Landscape/Grounds

We want to remind our pet owners that pets must be on a leash at all times when outside your home and that you are responsible for picking up after them.

If you have a small kiddie pool filled with water in your back yard – please empty and move it off the lawn when done with it so the landscape crew can properly mow the grounds.

Snow Removal

All residents and guests are advised to use caution when walking on the property during the winter season. A successful snow removal procedure is not only the responsibility of the contractor, but of the residents as well.

- **PLOWING PROCEDURES:**

Plowing of the property commences if 3-5 inches of accumulation. Final clean up of lot will be done after the completion of snow fall the snow fall has stopped after business hours, Giant will commence the clean up the next day. Larger storms may require more than one pass through for proper clean up to allow reasonable and safe passage of automobiles.

- Every effort will be made to clear roads and passageways to full width for your morning commute.
- Giant Landscaping will blow their vehicle horns to alert residents to clean off cars and move vehicles out of parking lot for clean up.
- **If you have plans to be away on vacation during the snow fall season, please contact our office to avoid towing.**

- **SHOVELING WALKWAYS**

All walkways will be shoveled approximately every 5 inches of snow fall. Ice melt will be applied to walkways following shoveling to insure safe passage. **Please be prepared to have your own shovel to dig out around your vehicle. Giant will not use plow next to parked cars.**

- **PARKING LOT/ ROADS- SANDING/SALTING**

Roads and parking areas will be sanded and salted as necessary to allow safe passage of automobiles at a reasonable speed. If rainfall or other icing conditions exist, product will be applied periodically to allow safe passage.

- **ICE-MELT**

As weather conditions can change rapidly and as the freeze thaw process can cause spot icing conditions, we will maintain a container of ice-melt at each doorway for the use of residents. Rock salt should only be used on asphalt surfaces. All other surfaces to be treated with a non-corrosive ice melting agent.

- **RESIDENTS MUST MOVE THEIR VEHICLE DURING SNOW REMOVAL TO AVOID TOWING.**

Management reserves the right to tow any vehicles that are parked or abandoned in a position that impedes proper snow removal. The cost of towing is the responsibility of the vehicle owner.

- **If your vehicle has been towed contact Performance Towing Company @ 603-644-8691.**

TRASH REMOVAL/RECYCLING: Dumpsters are available in several areas of parking lot. Each location has a dumpster for household trash and one of RECYCLING ITEMS: Milk, Water bottles, bleach and detergent bottles, yogurt cups, empty oil containers. NO garbage, hypodermic needles or sharp objects, vinyl siding, bubble wrap, food, toys window glass, large household should be placed in recycling.

NO GAS GRILLS OR OPEN FLAME GRILLS can be used near multi-family buildings. *You must be 10 feet away from building.*

Dish TV Installation

Dish cannot be attached to building. Requests must be submitted in writing by unit owners for board approval. Requests can be emailed to: PDolloff@Sequelnh.com or mailed to Sequel Development & Management, Inc. 2 Knightsbridge Drive, Nashua, NH 03063.

Understanding the Importance of Renters Insurance...

Anyone who rents a condominium or apartment should be sure to carry renters insurance. Much like a homeowner's policy, renters insurance covers relocation costs, personal belongings and liability. If there is significant loss, the condominium association cannot and will not pay for personal belongings, relocation costs or other items.

BED BUGS DO NOT DISCRIMINATE – ANYONE CAN GET BEDBUGS. IF YOU SUSPECT YOU HAVE AN INFESTATION, SAVE ANY BUG IN A ZIP LOCK BAG FOR PROPER IDENTIFICATION BY OUR PEST CONTROL PROVIDER. TENANTS SHOULD CONTACT THEIR LANDLORD IMMEDIATELY.

Owners must also contact SEQUEL PROPERTY MANAGEMENT FOR PROPER REMEDIATION AS PRESCRIBED BY THE ASSOCIATION PEST CONTROL COMPANY. TENANTS SHOULD NOT TREAT WITH STORE BOUGHT CHEMICALS.

Visit our website for all condominium association documents at

www.SequelDevelopmentNH.com

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