

NORTHFACE RESORT, A CONDOMINIUM AT WOODLAND HILLS
North Conway, New Hampshire
C/o Selective Property Management, Inc.
P.O. Box 299, Greenville, Rhode Island 02828-0299
(401) 231-8588

10-27-05

MANAGEMENT REMINDERS

1. Members of the Northface Board, management, and ownership, in a collective cost-saving effort, changed the batteries in the HEAT detectors in every unit recently. These are multi-year batteries and the heat detectors are connected to the fire alarm system for the building, so please do not remove the batteries or try to change them yourselves. Owners should have already changed the SMOKE detector in their unit to one that is hard-wired with battery back-up. These type of fire safety devices can be purchased at any hardware or building supply place. If you haven't done so, please do so promptly. Also, for those that have changed out their smoke detector, please remember that the battery in it should be changed annually (i.e., when the clocks are changed in the Spring or Fall).
2. The chimneys on all buildings were cleaned in September and the stovepipes in all units were inspected with some being cleaned. In the report from the firm, comments were noted such as "stovepipe needs to be re-installed properly"; "the stovepipe is too close to the wall", etc. Clarification on these types of commentaries is being sought. If an issue does indeed exist and needs to be addressed, this is a unit owner's responsibility that will have to be promptly done. We will notify those unit owners directly, if needs be.
3. Washing machine hoses, dryer vents, and hot water tanks are also a unit owner's responsibility.
 - a. It has been advised that washing machine hoses be changed frequently and that when replacing that the steel flex type be used to avoid future problems and frequent changing.
 - b. Hot water tanks have an average lifespan of 8-10 years. Per the Association's records based on a Board inspection done in January 2004, the following units are nearing or have reached the 8 year mark - 7, 9, 10, 12, 15, 20, 21, 25, 32, 37, 38, and 40. Also, there is no info on file on the age or possible replacement date of the tanks in units 18, 27, 30, 42, and 44.
 - c. Dryer vents should be cleaned at least every two years and at least annually if the dryer is used frequently.

Please remember that since these issues are a unit owner's responsibility that you will be responsible for any damages to your unit or any surrounding units should something occur. The Association's insurance deductible is \$5000 per occurrence and claims due to an owner's lack of attention to maintenance issues will not be allowed.

For assistance, you can contact the following contractors or any contractor of your choice:

Gary Brooks 603-356-5692 or inochi@localnet.com (vent cleaning, stovepipe work,
smoke detectors)

Homer's Appliance 603-374-6607 or www.homersapplianceservice.com (vent cleaning)

George Pfender Plumbing 603-939-3333 (hot water tanks)

**The Northface website, Northfaceresort.org, also contains other contractors referred by unit owners.

4. Snow season will be upon us shortly. The snow removal firm will be putting out snow stakes and sand barrels. Please inform your guests/renters to not allow children to play with these items. The sand barrels will be strategically placed for residents use on icy areas in between snow removal services. The snow removal firm will be opening the driveways and roadways as the storm abates. Once the storm completely stops, they will return to clear the parking areas and walkways. Residents should be cognizant of when the follow-up work is being done so they can move their vehicles. Please do not expect the snow removal firm to return at another time because it is more convenient for you and please explain this to your guests/renters. Shovels should also be kept in units for those times when a vehicle is plowed in because it wasn't moved.
5. Quiet hours at Northface are from 10 p.m. to 8 a.m. Please keep the volume and voices down during these hours.
6. Only unit owners can have a dog on the premises. The dog **MUST BE REGISTERED** with management beforehand. Unit owners will be fined if a guest or renter has a dog on the premises. Owners dogs' must be leashed when outside of the unit and the pet owner must clean up after their pet.
7. Parking is not allowed in the walkways leading to units except for a very brief time to unload or load a vehicle.
8. Especially on holiday weekends, please do not put any large items in the dumpster and please break down any boxes. Trash pickup is weekly at Northface and long weekends and holiday weekends seem to generate more residency at Northface and as a result more trash.
9. Monthly fees and special assessments are due on the 1st of every month. Any payments received after the 10th of a month is subject to an automatic late charge of \$25 each.
10. Per a mandate of the local fire department, keys to every unit and every storage area must be kept in the knox box on-site for the fire department. If you have changed your lock(s) recently, you must send two sets of the new key(s) to management or give them to a Board member when they are on-site. Arrangements will then be made to have these new keys included in the fire department's box. If a key is not available and the fire department needs to force entry and does damage, you, as the unit owner, will be responsible.
11. Should you or any of your guests or renters become locked out of the unit, there is someone local to assist in opening the door to the unit. You will however have to pay for this service and the cost is \$25 each occurrence.
12. Management's emergency number is **401-621-4900** and it is available 24 hours a day. However, for medical, police or fire emergencies, dial 911.
13. The mailing address for payments or correspondence for the Association is **P.O. Box 299, Greenville, RI 02828-0299**

MOST IMPORTANTLY, FROM 11/01 TO 4/30, THE HEAT IN EVERY UNIT MUST BE KEPT NO LOWER THAN 55 DEGREES AT ALL TIMES TO PREVENT PIPES FROM FREEZING UP AND BURSTING.