

# NORTHFACE RESORT CONDOMINIUM ASSOCIATION

C/o Selective Property Management  
P.O. Box 299, Greenville, Rhode Island 02828-0299  
Telephone (401) 231-8588 Email – seprma@verizon.net

December 18, 2018

Dear Northface Resort Unit Owner:

Below and attached to this notice is a considerable amount of material that requires the attention/review of all Northface Resort Unit Owners. For your convenience, we are listing the attachments below:

1. 11-10-18 Annual Owners' Meeting Minutes -- these minutes include the schedule of the 2019 quarterly meetings.
2. Notice to all owners regarding chimney & stove/stovepipe cleaning
3. Snow Policy -- it is suggested that a copy of this notice be posted in a prominent place (refrigerator door?) within your unit, if you rent out your unit.
4. Winter Parking Tag Policy -- it is suggested that a copy of this notice be posted in a prominent place within the unit as well, if you rent out your unit.
5. Northface Resort Owners' Contact List -- This list is provided to owners only; and the information contained on the list should not be given out to anyone or used for commercial purposes. Please respect your neighbors privacy.
6. Rules & Regs Highlight Sheet -- This sheet just briefly highlights the Association's rules, policies, and regulations. For further rules and regulations, please refer to the condominium documents booklet you received upon purchase of your unit.

## Other News & Reminders

Following the annual owners' meeting in November, the newly elected Board members met with the returning Board members to elect officers of the Association as follows:

*Anthony "Tony" Almeida -- President*  
*Robert "Bob" Lavigne -- Vice President*  
*Lisa Venditti -- Treasurer*  
*Susan T. Thomas -- Secretary*  
*James "Jim" Arendt -- Member-at-large*

Owners are, once again, reminded that the following equipment within a unit is part of an owners' responsibility to maintain/address at their expense and should any of the above not be addressed and cause damage to common elements, limited common elements, or other units, the unit owner is personally responsible for the damages or costs to the Association or other unit owners. All unit owners should have an HO6 homeowners insurance policy to cover damages to other units or limited common elements. For those units that rent out their units on a full-time basis, there are policies similar to an HO-6 that these unit owners should have.

- *Woodstove cleaning & stovepipe cleaning*
- *Fireplace chimney cleaning (Stratford building)*
  - *Smoke detector batteries & cleaning*
- *Removal of the old smoke detectors & repair of ceiling where old detectors were*
  - *Dryer vent cleaning & replacement, as needed*
  - *Washing machine hoses and replacement as needed*
    - *Hot water tanks & expansion tanks*
  - *Shower diverter valves & all bathroom plumbing & fixtures*
- *Kitchen plumbing including dishwashers, icemaker lines, & garbage disposals*
- *For units at the Stratford building, decks & stairs serving just the unit & alarm systems for each unit*
  - *Monitor heating systems & tanks*
  - *All items stored in the storage areas*

If you are contemplating selling your unit, you should be aware that:

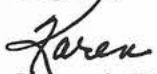
- You are responsible for providing a complete set of the Association's condominium documents to the prospective buyer within 10 days of entering a purchase and sales agreement. If you do not have your set of the condo docs, a replacement set can be obtained from management (SPM) at a reproduction fee of \$100., which is the responsibility of the seller.
- For mortgagee questionnaires, the request should be referred to management (SPM) for completion. The prep fee for questionnaires ranges from \$100 to \$200 depending on the length of the questionnaire and the attachments being requested. This expense is the responsibility of either the lender so requesting or the prospective buyer.
- For the closing of the sale, the Northface Resort Condominium documents require that a resale certificate (Form 6D) be prepared. The prep fee for the resale cert is \$200, if the request is made at least two weeks prior to the closing. If the request is made in less than two weeks, the prep fee is \$250. This prep fee is the responsibility of the seller of the unit. To request a resale certificate, the selling unit owner or preferably their real estate agent can go on SPM's website at [selectivepropertymanagement.com](http://selectivepropertymanagement.com) to the drop down menu and fully complete the resale request form.

All payments owed the Association are due and payable on the 1<sup>st</sup> of the month. Payments are to be made payable to Northface Resort Condominiums and sent to SPM's mailing address listed above. If a payment is received in the management office after the 10<sup>th</sup> of a month, a late fee of \$25 per month is automatically assessed per account. If you use a payment agency or online billpay, you should doublecheck the mailing date and payee info with them to avoid any possible late charges being incurred.

Well, I think we've been "wordy" enough!!

**We want to wish everyone VERY WARM & HAPPY HOLIDAY WISHES and the VERY BEST FOR 2019!!!**

Regards,



Karen A. Bellucci  
Managing Agent  
Northface Resort Condominiums

Kab/b  
Enc.

# **NORTHFACE RESORT, A CONDOMINIUM ASSOCIATION AT WOODLAND HILLS**

## **Annual Meeting – November 10, 2018**

Board Members Present      President -- Anthony Almeida  
   Vice President -- Lisa Venditti  
   Member at Large -- Rupen Gulenyan  
   Selective Property Management -- Karen Bellucci

Meeting was called to order at 10:00 AM

### **Roll Call**

32 units were represented at the meeting, either by presence or proxy.

### **Reading of Minutes of Previous Meeting**

The minutes having been distributed, a motion to waive the reading was made, seconded, and carried unanimously.

### **Reports of Officers/Executive Board:**

#### **President's Report**

Tony Almeida, as President, received a letter from Steve Richardson and asked Bob Lavigne to read it to the residents and into the record. In the letter, Steve thanked the Northface Resort ownership for the opportunity to serve the ownership in the past 12 years. After the reading, there were questions from the floor in regard to a change in firms for snowplowing, landscaping, and emergency maintenance were fielded by Board members and management. In essence, Steve elected to leave, nixing any attempted negotiations; and the Board had no alternative but to retain new services. The contracts arranged with E G Chandler Company are all based on the contracts offered to Steve and at the same rates offered to Steve Richardson, so there will be no impact on the 2019 budget.

#### **Treasurer's Report**

The monthly financial reports for the period ending 9-30-18 had been distributed as had copies of the 2019 budget. Lisa Venditti, as the Association's Treasurer, reviewed both with those present & fielded questions from the floor. There being no motion to reject the 2019 budget, the budget was ratified.

### **Unfinished Business**

#### **Capital project update**

Lisa Venditti gave an update on the capital projects. The special assessment funding these projects is concluding in December for those owners that were paying the special assessment on a monthly basis. The painting of Buildings 1 to 4 was started in late Summer; however, due to weather delays, the painting of buildings 2 and 1 have been postponed until the Spring of 2019.

#### **New Business**

Lisa Venditti reported on the services provided to date by E G Chandler and the plans for the bike path that will be adjacent to the Northface Resort property.

Other topics brought forward were the possibility of sharing expenses for Bear Puddin' Lane; chimney cleaning, larger ash buckets, more sand barrels put out, the pool being kept open longer, door replacement,

and dryer vent cleaning. In regard to setting up some type of working relationship with the neighboring Association, Bob Lavigne has volunteered to research contact information for the Board and/or management company..

**Election of 3 Directors to a 3 Year Term**

There were 3 seats available on the Board for 3 year terms each and 7 owners had volunteered to stand for election to these Board seats. At the time of the ballot election, Rupen Gulenyan withdrew his name from the ballot due to personal reasons. The ballots were tallied and elected to the three 3-year terms were Lisa Venditti, Jim Arendt, and Susan Thomas. The Board will meet after the owners' meeting to elect officers..

**The Proposed Dates/Times of the Quarterly Meetings for 2019 were scheduled as follows**

Saturday, March 23, 2019 at 9:00am

Saturday, June 22, 2019 at 9:00am

Saturday, September 21, 2019 at 9:00am

Annual Meeting – Saturday, November 9, 2019 at 10:00am

With no further business, the meeting was adjourned.

Respectfully Submitted,

Karen A. Bellucci  
Managing Agent  
Northface Resort Condominiums

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## ATTENTION – RESPONSE REQUIRED

Historically, to conform to master insurance requirements for the Northface Resort Condominiums Association, a chimney cleaning company, *The Chimney Man*, is retained to clean and inspect the chimneys on the buildings; and if a unit owner wanted their stove, stovepipe, or fireplace chimney inspected and cleaned, either the chimney cleaning company or Steve Richardson would do it at the unit owner's expense. For safety reasons and insurance purposes, The Chimney Man can no longer certify that stoves and fireplaces in units can be used unless the stove/stovepipe/fireplaces have been cleaned by them, exclusively.

The Chimney Man is offering to inspect and clean the Northface chimneys/flues at the same rate that he has always charged; and he is offering a group rate to unit owners to inspect and clean the stove & stovepipe and/or fireplace in every unit. This way, he can certify whether a stove and/or chimney/flue can be used or not and provide a report of what may be needed if a stove and/or fireplace cannot be used.

The Board has approved the Chimney Man's proposal for both the common area chimneys and the stoves/fireplaces in every unit. This mandate is being passed because "*one person's neglect could have serious and catastrophic consequences for everyone else in their building*" .....

The Association will bear, as always, the expense of the common area chimney inspections/cleanings; but since the unit owner is responsible for the maintenance and cleaning of their stove, stovepipe, fireplace, etc, the cost of the inspection and cleaning by The Chimney Man is to be passed onto each unit owner. This rate is in the range of \$95 per unit, which includes a fee for E. G. Chandler Company to coordinate and accompany the Chimney Man into each of the 44 units for an inspection.

Because the Northface Resort Condominium Association must keep a record of this work, when it was done, and the results of the inspections, you must complete and return the bottom portion of this notice to Selective Property Management **asap**. If we do not hear from you by **1/03/19**, the stove/stovepipe/fireplace in your unit will automatically be inspected and cleaned and the cost(s) associated with this work will be added to your account with the Association.

Following the inspections/cleanings, we will notify each owner of the results found in the inspection; and the recommendations The Chimney Man has been asked to give with regard to repairs needed.

Thanks for your understanding and for your quick response.

Board of Directors  
Northface Resort Condominiums

BoD-NFRCA/ab

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Unit Number \_\_\_\_\_ Unit Owner \_\_\_\_\_

\_\_\_\_\_ I do not have a stove or fireplace in my unit

\_\_\_\_\_ I have had the stove/stovepipe/fireplace in my unit professionally cleaned **within the past six months**; & a copy of the paid receipt is attached to this form.

\_\_\_\_\_ I want my stove/stovepipe/fireplace inspected and cleaned (\$95).

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return to:** Selective Property Management, PO Box 299, Greenville, RI 02828-0299 **by 1/03/19**

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December 10, 2018

To ALL Northface Resort Owners:

**This is to bring a serious issue to EVERYONE's attention -- COOPERATION DURING SNOW REMOVAL EFFORTS**

Before the Winter season in North Conway really starts to kick in, it is felt that this notice, developed a number of years ago, should be sent out again to "refresh" everyone's memory and avoid the problems that occurs nearly every Winter. **This policy is for the owners, guests, and renters in all 5 buildings of the Association; and it is in conjunction with the parking tag program.**

On long weekends, during the Christmas-New Years week, and during the MA and RI school vacation week(s) in February, it has long been known that Northface Resort is well-occupied. Add snowstorms to that mix, and parking becomes a premium, especially when vehicles aren't moved so a proper cleanup of the parking areas can be done.

People were not moving their vehicles, despite the snow plow driver sounding his horn repeatedly to alert residents/guests that the plow is on the premises to clear the parking areas. The plow driver then has to return to the property over and over again in the hopes that these uncooperative vehicle owners finally move their vehicles so the snow removal process can be completed to enable more parking.

To avoid the same situations outlined above, each owner should take a moment to review the Northface Resort snow removal policies below and should provide a copy to all of their guests or rentals in their unit.

- Snow removal is normally not provided for storms that are 2" or less; unless it is felt that the snowfall will not melt away shortly afterwards and icy conditions could develop.
- Owners are responsible for advising their guests and renters of the parking tag program and that vehicles must be cleared off and moved as a snow storm is abating so a proper cleaning of the parking areas can be done.
- It is the responsibility of everyone who has a vehicle at Northface Resort during a snowstorm to be cognizant of when a storm abates and the snowplow arrives to clear the parking areas. **IT IS NOT THE RESPONSIBILITY** of the snowplow driver to get out of his truck, climb 2-3 flights of stairs, and bang on doors to alert people that he is on-site. It is also not the driver's responsibility to wait until it is **MORE CONVENIENT** for someone to go out and move their vehicle.
- Should a vehicle not be moved, it will be plowed in; and it will be the vehicle owner's responsibility to shovel out their own vehicle. When doing so, they cannot shovel the snow onto an already cleared area nor can they just move their vehicle out and park in an already cleared area when they return, leaving the space they were originally parked in full of snow so no one else can park in the space either. If a vehicle owner is observed doing this, their license plate will be recorded, ownership traced, and the unit owner responsible will be automatically fined \$50 per vehicle per occurrence.
- The walkways will be cleared **AFTER** the roadways/parking areas have been cleared.
- There are barrels of treated sand located at the parking area staircases for use in icy conditions on the walkways and steps leading to units. Please do not use any salt products on the concrete or wooden steps as it will ruin the surface materials of these areas. These barrels, however, are not to be used for **TRASH** of any type, as has been done in the past.
- Owners should also advise their guests and renters to use caution when going down the driveway between Buildings 3 and 4 because this driveway has a tendency to have "black ice" conditions.
- If someone is going off for the day, they should take all of their vehicles with them if snow is predicted. **DO NOT** all pile into one vehicle and leave the other vehicle(s) behind with no one around to move the vehicle(s) during the snow clearing efforts.

We thank everyone in advance for cooperating with this policy; and since unit owners are responsible for the actions of their guests and renters, it is suggested that a copy of this notice be kept in a prominent place in the unit and that guests/renters be advised ahead of time of this policy so they are aware that their cooperation (& common sense) is required also.

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November 10, 2018

Dear Northface Resort Unit Owner:

In 2015, the following ***WINTER PARKING POLICY*** for the Northface Resort Condominium Association was implemented. This policy is still in effect and is being reiterated below:

This policy was developed by the Executive Board of the Association due to the erratic parking practices that occur during the Winter months and to assist in identifying vehicles that do not cooperate during snow removal procedures during and following snowstorms. The lack of cooperation in the past Winter months has been very burdensome for snow removal and must be curtailed.

This vehicle parking policy will be effective for ALL Northface Resort parking areas inclusive of the parking area at the Stratford Building; and it will be effective beginning December 1<sup>st</sup> of each year through April 15<sup>th</sup> of each year.

**ALL vehicles (owners, guests, AND renters) will have to have a numbered parking tag displayed at the front windshield of the vehicle in order to be parked on the Northface premises during the aforementioned time periods.**

If a parking tag is not visible in a vehicle during these time periods, the vehicle owner is subject to fines and/or having their vehicle towed from the premises at the vehicle owner's expense.

Every unit of the Northface Resort Condominiums was issued three (3) numbered parking tags originally that were to remain with the unit, should the unit be sold. It is suggested that unit owners keep a tag in the vehicle(s) they use while at Northface Resort; and keep the additional 2 parking tag(s) inside the unit for use by their guests and renters. This does NOT mean your renters can have 3 vehicles on the premises at the same time, however!!!

A list of the numbered parking tags issued will be maintained by management; and provided to the Board members and to E.G. Chandler Co., as the on-site maintenance and snow removal firm.

Should a vehicle owner not be cooperating with the parking tag program, every effort will be made to identify the unit to which the uncooperative vehicle owner belongs, so the unit owner responsible can be notified of the violation and impending fine/vehicle towing.

The same process will hold true for vehicles that are not moved during the snow removal efforts, regardless of the reasoning for not moving the vehicle.

A schedule of fines for violation of this policy is as follows:

**Penalties for not having Parking Tag displayed at Vehicle Windshield:**

Day 1 --- \$25.00 fine per vehicle  
Consecutive Day 2 --- \$50.00 fine per vehicle  
Consecutive Day 3 -- \$100 fine per vehicle  
Consecutive Days Thereafter --- Vehicle will be towed off premises at vehicle owner's expense

**Fines for not AUTOMATICALLY MOVING vehicle(s) during EACH snow removal effort**

**First Offense -- \$50.00 fine per vehicle**

**Second Offense -- \$100.00 fine per vehicle**

**Third or More Offenses -- Vehicle(s) will be towed off premises without further notice at vehicle owner's expense**

It should be noted that all fines will be assessed against the unit owner responsible; and that there could be multiple fines assessed per day for multiple offenses if there are multiple snow removal efforts in a single day (24 hour period).

In the case of those owners who rent out their units, there is a maximum of 2 vehicles that renters can bring onto the property and these vehicles must have a parking tag. You are responsible for ensuring that all renters in your unit are fully aware of this parking tag policy and the snow removal procedures BEFORE they arrive at the property.

Owners of rental units should also confer with management ([seprma@verizon.net](mailto:seprma@verizon.net)) following a renter's checkout and prior to issuing a renter the refund of a security deposit to ensure that there have been no fines assessed against the unit because of the renter's lack of cooperation with the parking and snow removal procedures.

Should a unit owner need to replace lost or missing parking tags going forward, additional parking tags are available at a cost of \$15.00 each from management. The check should be made payable to Northface Resort Condominium Association; and sent to the same address to which the monthly payments are sent.

We thank everyone, in advance, for your understanding of the need for these measures and for your cooperation with these policies going forward.

Sincerely,

Executive Board  
Northface Resort Condominiums

EB-NFRCA/b



# NORTHFACE RESORT, A CONDOMINIUM AT WOODLAND HILLS

## RESPONSIBILITIES OF THE UNIT OWNER AND THEIR GUESTS/RENTERS

1. All rubbish, refuse, or garbage must be put into the appropriate receptacles (dumpsters).
2. No clothing, laundry, rugs, etc. shall be hung from or spread upon any window or exterior portion of a Unit or in or upon any Common Areas. No advertisements, signs, posters, of any kind shall be displayed to the public view on or from any unit or the Common Areas.
3. Firewood storage is limited to 1/5 cord on the front deck and 1/5 cord on the rear deck. More than this amount shall be removed at the owner's expense and shall be disposed of at the Board's discretion.
4. Ashes from woodstoves and fireplaces may remain hot for several days after use. It is VERY IMPORTANT to deposit all ashes in the cans marked **FIREPLACE ASHES ONLY**.
5. To avoid the freezing of pipes, all thermostats shall be set at a temperature of not less than **45 degrees** from November 1<sup>st</sup> to April 30<sup>th</sup>, each year.
6. The property shall be maintained **QUIETLY between the hours of 10:00 p.m. and 8:00 a.m.** each day.
7. Each unit has the use of 2 parking spaces. ***Parking is prohibited in front of the stairways/unit entrances.*** Vehicle owners are expected to move their vehicles during snow removal operations to allow the entire parking area to be cleared. Unit owners should have a shovel available at the unit as unmoved vehicles will be plowed in and the vehicle owner will have to shovel their vehicle out. ***Please do not leave the area unshovelled and take a clear space...available parking is scarce!***
8. PETS - Only owners are allowed to have a pet (cat or dog), which must be leashed at all times when outside of a unit. Pet owners are to clean up after their pets. ***Tenants/guests are not allowed to have pets.***
9. No use or practice shall be permitted on the condominium property that is a source of annoyance to residents.
10. No one shall place or cause to be placed any furniture, BICYCLES, packages or objects of any kind in the stairways, walkways, driveways, parking areas, or other common areas.
11. NO BARBECUING of any kind is allowed on the porches or anywhere near the buildings, only on the lawn areas or in the parking areas.
12. Owners and tenants will be held responsible for the actions of their family, guests, invitees, or licensees.
13. Painting, decorating, or changing any portion of the exterior is prohibited without written approval of the Executive Board.
14. Air conditioners are allowed only in the kitchen window.
15. A separate set of Rules and Regulations is provided at the pool and tennis courts and must be followed closely by everyone.
16. Use of the front steps (pool side of buildings) is ***prohibited*** for any purpose other than as a fire escape route.
17. Promptly report any need for repairs in common areas to **Selective Property Management at 1-800-498-1181.**
18. Other local numbers are: POLICE 356-5715 FIRE 356-5327 for EMERGENCIES Dial 911

**\*\*PLEASE POST IN ALL UNITS - RENTAL AGENTS MUST HAVE A COPY TO GIVE TO RENTERS\*\***