

# SWCA

## SACO WOODS CONDOMINIUM ASSOCIATION

## RULES & PROCEDURES

It should be remembered that these Rules & Procedures do not replace the Governing Documents of the Association which include the Bylaws, Declaration and the NH RSA 356-B Condominium Act. The rules act to clarify, remind and expand on further procedures here at Saco Woods.

DATED: April 1992

AMENDED 1994, 2002, 2005, 2009, August 2011, January 2013, September 2015, December 2016, December 2018, June 2020, August 2021, September 2022, May 2023, May 2025, Nov 25 (updated winter parking rules)

## Rules and Procedures

These Condominium rules and procedures are adopted for the benefit of Owners of condominiums at the Saco Woods Condominiums. They are intended to assist in preserving a clean and attractive environment, assuring the peaceful enjoyment of the condominium and protecting and enhancing the value of the property.

All Owners at the Saco Woods Condominiums and their families, tenants, guests, invitees and licensees are expected to abide by these rules which are meant to supplement the provisions of the Declaration and By-laws.

### 1. **BUILDING MAINTENANCE**

#### A. **Exterior of Buildings**

To assist the Association in providing for congenial occupancy and the protection of the values of the units, it is necessary for the board to have the right and authority to exercise reasonable controls over the use of units with this statement and the following covenants which are provisions found in the Bylaws at Article V Paragraph 10.

- a) No advertisements, signs or posters of any kind may be affixed to the exterior of a Unit, including within the unit so as to be visible from the outside of a Unit or otherwise placed or posted on the Unit's Limited Common Area.
- b) Nothing may be placed on, above or attached to deck railings. Nothing shall be placed directly above the knee walls on 1<sup>st</sup> floor porch.
- c) No clothing, laundry, rugs or other objects shall be hung, shaken or thrown from any window or exterior portion of a unit or otherwise left or placed in such a way as to be exposed to public view.
- d) All draperies, curtains or sunshades shall be backed with white fabric to present a uniform appearance to the outside.
- e) All refuse and trash shall be placed in locations specifically designated by the Board, and no garbage or trash shall be permitted to remain in public view.
- f) No Owner shall paint, decorate or otherwise change the external appearance of the Owner's Unit or Limited Common Area, including the doors and windows without prior written consent of the Board of Directors or majority of owners. (Bylaws Article V Paragraph 9)
- g) One American Flag is allowed per unit, no larger than 3x5 and on a pole no longer than 6' may be flown from your porch or balcony on the outside of the building, installation to be on the opposite side of the unit adjacent to you. Placement and installation of the bracket to be completed by Association contractor only, at the Owner's expense. Owners shall respect the US Flag code: flags will need to be brought in each evening as lighting will not be permitted.

#### B. **Limited Common Areas: Exterior Porches/Balconies and Carports**

- a) Exterior Porches/Balconies and Carports are designated per the Declaration Article II (5) and the Site Plans as a Limited Common Area, which means they are a portion of the Common Area, but limited in that they are assigned for your use, they are not owned by you, therefore the responsibility to properly maintain lies on the Association.
- b) Owners are responsible for routine maintenance only of these areas, including but not limited to; an outdoor rated carpet, snow and or ice removal, salting and sanding.

- c) An outdoor rated carpet shall be placed over the deck subflooring (2<sup>nd</sup> and 3<sup>rd</sup> floor units). Style, color and quality and cost up to the Owner. The outdoor carpet must simply be laid on top of the deck subflooring without the use of adhesive, nails, screws, staples, etc. A more professional installation (with adhesive) is available by our approved Vendor; Colorworks of Gorham, NH whom should be contacted directly by the owner.  
1<sup>st</sup> floor unit may also choose to install an outdoor rated carpet over the concrete.
- d) Nothing shall be nailed, screwed, or otherwise attached to the exterior trim boards, or exterior siding of the building or railings. However, within the covered portion of your deck you may attach decorative items, so long as they do not hang directly above the railings or knee walls and do not extrude outside the deck itself. Command Hangers or the smallest nail possible is highly recommended for decorative items.
- e) All repairs, replacements and renovations are an Association responsibility to tend to, the cost for which, per the NH Condominium Act shall be assessed back to the Owner. Owners shall not make any changes or repairs to the Exterior Porches, Balconies or Carports.
- f) Ground floor patios with walkways leading to such, as with decks, are Limited Common Area and the same policy that applies to maintaining, repairing, replacing and renovating these areas. Costs will be shared with owners who share that walkway.
- g) No items shall be suspended from rafters or items stored in rafters of carports.
- h) The exterior porches/balconies were designed and built as open porches/balconies and therefore should be treated as such.
- i) Screened enclosures for your porch/balcony are allowed, at the Owner's cost, however they must be tended to by the Association, through the Board's approved vendor only to maintain uniformity.

### **C. Interior of Units**

- a) Nothing shall be hung from any sprinkler piping or head, nor shall the sprinkler head radius be impinged, as per Bylaws Article V (10E).
- b) One hardwired combination smoke/co detector is located in the interior hallway of each individual unit, a required life/safety device which shall not be tampered with. It is not tied into the central fire alarm system. Unit owners are responsible to maintain this hardwired combination smoke/co detector, change batteries and replace when it reaches end of life. As owners upgrade units, owners will likely be required to install further smoke/co detectors, as directed by the Town of Conway.
- c) **Flooring:** In accordance with the Bylaws Article V (9): Owners who replace a floor must meet certain sound proofing requirements as adopted by the Board.

If you are replacing flooring on the 2<sup>nd</sup> and 3<sup>rd</sup> floor units in the dining room, living room, hallway or bedroom areas with any material other than carpet, certain sound absorption materials must be installed. Carpeting with a carpet pad is the preferred installation for sound absorption. A copy of specifications required as developed by HEB Engineers is available at <https://www.sacowoods.com/owners/index.html>

- d) Refer to Declaration, By-Laws and notify the Board of Directors in writing before major improvements are made to your unit

- e) Any repair that extends outside the boundary of your Unit as described in the Declaration Article II, the Association shall be responsible for attending to it, but all costs will be assessed to the Owner of the unit, for example, if a plumber needs access to the interior of a common wall, that must go through the Association, per Bylaws Article V (7B).

## **2. USE AND STORAGE OF GAS, ELECTRIC AND CHARCOAL FIRE GRILLS**

- a) **Charcoal grills/smokers are not permitted.**
- b) **Gas grills must be kept outside, a minimum of 10' away from any structure, as per Fire Code. One grill per unit.**
- c) Gas grills are not to be left unattended while in use.
- d) **Per the Town of Conway Fire Chief, all residents are prohibited from using and/or storing a gas grill, an electric grill or any open flame cooking appliance on porches/balconies**
- e) LP Cylinders shall not be stored on porches/balconies or inside any structure, LP cylinders are to stay on your grill, outside, 10' from any structure at all times.

## **3. QUIET ENJOYMENT**

Per the Bylaws Article V (10J): No owner, guest, tenant, and/or lessee is allowed to create noise, personally or through the use of such items as musical instruments, radios, television, vacuuming, or other sources such that noise becomes a nuisance to another owner, guest tenant and/or lessee. There shall be no discharging of firearms or fireworks on the Property.

**During the Quiet Hours of 10:00pm to 7:00am**, all residents must be particularly respectful of noise and noise levels shall be further reduced. Vacuums, washing machines and dishwashers should not be used during these hours.

Unit renovations and repairs whether by owner, tenant or a contractor shall be between the hours of 8am and 5pm.

## **4. SMOKING**

In accordance with the Bylaws Article V (10K): Smoking is only allowed on the property OUTSIDE the Units and not within fifty feet (50') of the residences, the post office building and the trash compactor building. "Smoking" is defined so as to include:

- 1) The smoking, burning or other use or disposition of tobacco, marijuana or similar products or materials, including, without limitation, the use of cigarettes, cigars, pipes, hookahs or other similar devices whether for tobacco or tobacco-free products; or
- 2) Vaping, vaporizing, atomizing or otherwise using electronic cigarettes or similar devices whether for tobacco or tobacco-free product.

*We encourage the use of smoking shelters provided at the Garden Shed Porch located between Carport 2 and 3, as well as the Open Shed next to Carport 1. Leaving Cigarette Butts on the ground is prohibited.*

## **5. OUTDOOR EQUIPMENT**

Bicycles, sporting goods, toys, baby carriages, lawn furniture and other personal articles and equipment shall not be left outside or in the Common Areas. Bike racks and kayak/canoe racks are provided for your use and it is your responsibility to keep items locked.

Space on kayak/canoe racks is on a first come first serve basis. However, there is a max of two items (per unit) on any of the racks. Please label locks with unit number in case the racks need to be relocated and we need to notify owners

All Common and Limited Common Areas shall be kept free of refuse, debris and other unsightly materials in accordance with the Bylaws.

## **6. INSIDE AND OUTSIDE ACTIVITIES**

In the use of the Units and Common Area of the condominium, Owners shall obey and abide by all valid laws, ordinances, zoning and other governmental regulations affecting the same and all applicable provisions of the Declaration, Bylaws and Rules as these may be amended from time to time. The Common Area shall be used only for the furnishing of the services and facilities for which they are reasonably suited and which are incident to the use and occupancy of the Units.

- a) No activity shall be done in any Unit or Common Area which will result in the cancellation of insurance or increase the rate of insurance on any Unit or the Common Area unless such activity is first approved in writing by the Board of Directors (as to a rate increase, in which case, the responsible Unit Owner pays the additional cost).
- b) No open fires shall be permitted at Saco Woods.
- c) For the safety of all residents at Saco Woods, the use of guns, bow and arrows, and crossbows shall not be permitted on Saco Woods property.

## **7. GARDENS, PLANTS, WATERING AND BIRD FEEDERS**

- a) Garden plots out back are available in a designated area at the Unit Owner's or tenant's expense, see a board member for available plots.
- b) Unit Owners may plant annuals or perennials in front of their unit with board approval, please attend a board meeting for the board to review. No plantings will be allowed along, in or near the stone or crushed gravel drainage perimeter surrounding the buildings as this would affect the underground foundation drainage.
- c) Community Gardens: we welcome owners/tenants to volunteer to maintain our existing community gardens.
- d) Gardens need to be weeded, watered and thinned as needed.
- e) **Watering:** We are on a treated private well system so water conservation is important;
  - o Water only in early mornings or evenings
  - o Hand watering is highly recommended
  - o Sprinklers are to be placed so that they do not water parking lots, buildings, fences and walkways
  - o Hoses should be rolled up and hung on hose organizers to maintain a neat appearance
  - o Further watering restrictions due to drought conditions based on the US Drought Monitor shall be posted in building entryways.
- f) Plants are permissible on decks as long as they are well maintained. However, they may not be placed directly above or on the railings or knee walls and must be within the covered portion of your deck.

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g) Bird feeders are not allowed at Saco Woods. Leaving seed or feeding any animal is prohibited.

## **8. SPEED LIMIT**

The speed limit for all vehicles within the Development is **10** miles per hour.

## **9. CHILDREN AND GUESTS**

Per the Bylaws: Owners, tenants, guests and invitees shall be held responsible for their actions of their children and guests. If occupancy by guests creates a nuisance to other Owners, the Board of Directors shall have the right to require that the offensive guest leave. Article V (10o)

## **10. PETS:**

As a general rule, per Bylaws Article V (10D) Owners are allowed to have pets.

- a) No Owner may have more than two (2) dogs and/or cats.
- b) Tenants or their guests, are not allowed to keep pets on the premises.
- c) **Owners shall immediately pick up and dispose of the waste of any pet that relieves itself outside the unit.** This includes interior hallways and entrances and all outside common areas including the recreational area (playground and basketball grounds), recreational trail and fire emergency exit road.
- d) The Owner's dog must be legally licensed in the Town of Conway and a copy of the license placed on file with the Management Company.
- e) If the SWCA Board of Directors determines, in its sole discretion, any animal on the Property has become a nuisance, the Board may notify the Unit Owner that the animal has to be removed. Any such decision of the Board of Directors may be appealed to the Association, but shall remain in effect unless and until overturned by the Owners, for which a meeting has to be scheduled with all due haste by the Board of Directors.
- f) There shall be no excessive barking or noise.
- g) Pets must be leashed at all times and shall be accompanied by an adult when outside of a unit.

## **11. VEHICLES AND PARKING**

- a) Per the Declaration Article II (6C), every unit is entitled to **two (2)-parking spaces**, (absent written permission from the board) and utilized on a first come first serve basis. Carports are counted as a parking space.
  - i. Parking is only allowed in a designated white lined parking space or in your own carport.
  - ii. Only vehicles with proper State issued placard or license plates shall use the Handicap parking spaces.
  - iii. Parking or driving on grassed areas or entrance walkways is not allowed.
  - iv. No Large SUV's and/or trucks shall be parked in the parking area between buildings 2 and 3 at any time.

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- b) Owners or their tenants are entitled to maintain only registered, inspected and operable vehicles on the Property. Bylaws Article V (10I)
- c) Each occupant of the Association shall be required to provide the Board of Directors, through our Property Manager, with the license plate number of each vehicle the occupant may have at the Association as well as make and model number. Bylaws Article V (10I)
- d) No RV's, boats, trailers, campers, all-terrain vehicles or snowmobiles, mini bikes or dirt bikes shall be operated and/or stored on the property unless fully contained within an Owner's carport, without the prior written permission of the board of directors. Bylaws Article V (10H)
- e) Motorcycles, motorbikes and mopeds are allowed to and from the Property. Bylaws Article V (10H)
- f) No service, repairs or other maintenance shall be performed upon any vehicle within any limited common or common area, unless a flat tire or to jumpstart a vehicle. Bylaws Article V (10I)
- g) The use of any such vehicle may be deemed a nuisance by the Board of Directors and removed from the Property. Bylaws Article V (10H)

## **12. WINTER PARKING**

### **Before and During a Storm:**

Park Up Against the Buildings or the roadside parking area at the non-buzzer entrance of building 1 (aka the new parking area at building 1)

- Park in Carports if you have one
- Trucks and large SUV's: Park in areas up against the building in a spot that is not directly across from a carport, down by the flagpole or just inside the Rec Area to the left.

Plow driver will keep drive aisles open during a storm and may plow outer lots, but best for all of us to stay in one place until the storm is done, up against the building.

### **After a Storm:** As soon as the storm ends *and* the outer lots have been plowed:

- Move Away from the Building and remain away to give the driver a chance to fully plow a section

*When a storm ends past 5pm or goes through the night:*

- *All vehicles must be cleared off and Moved Away from Buildings prior to 10am the following morning. Be Alert!*

Reminder: The Parking Area Between Buildings 2 and 3: Ther are to be NO trucks or Large SUVS's parked in this area at any time.

As we have more vehicles here than ever, the flagpole area and just inside the Rec Area will need to be utilized as areas to move to after a storm so that we can get the parking areas cleared.

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**Guests:** We ask that you minimize guests as a storm starts and until final cleanup is done. It is your responsibility to make sure guests follow these winter parking procedures as well. **Overnight Guests shall park down by the Flagpole or just inside the Rec Area on the left.**

Please observe all coned off areas and avoid the parking spots where snow is pushed back.

If you are unable to move your car for plowing, make prior arrangements with a neighbor, family member, or friend to have your car moved before and/or after the snowstorm.

Please understand plowing is very challenging and make sure to give the snowplow driver plenty of space and the right of way. Vehicles not moved **may be towed** and, if so, will be at the owner's expense. At the board's discretion, fines may be issued.

Please observe all Annual Snowstorm/Winter Parking Postings on doors which supersede this section

### **13. OCCUPANCY NUMBER**

In light of the use of leach fields and private wells to service the Association, Units are limited to no more than four (4) occupants. Declaration Article II (8G).

### **14. PAYMENT OF ASSESSMENTS/DUES**

All assessments for Common Expenses are due and payable by check or money order on the 1<sup>st</sup> day of each month. Payments shall be made to **Saco Woods Condominium Association**, PO Box 1050, Glen, NH 03838-1050. The board of directors shall take prompt action for collections as further defined in the By-Laws to include interest at 18% per annum and a \$50 late fee.

### **15. TRASH , RECYCLING AND SEPTIC SYSTEM**

For the convenience of all residents SWCA provides a household trash dumpster located inside the building with the garage door near building 1 (known as the Trash Compactor Building) and a Single Stream Recycling dumpster located just outside the Trash Compactor Building. The key for your building opens these locks.

#### ***1. The Trash Compactor Dumpster:***

Allowed: Common household trash only.

Not Allowed: Large items such as furniture, mattresses, TV's, appliances etc. It is your responsibility/cost to dispose of these at the Conway Transfer Station. Please contact the Property Manager for current rates if you need assistance on removal of items.

#### ***2. Single Stream Recycling Dumpster:***

Allowed Items: Metal cans, glass bottles and jars, paper, newspapers, magazines, cardboard, dairy and juice containers, plastic bottles and containers (#1-#7). All articles must be rinsed clean.

Not Allowed: Food waste, pizza boxes, plastic bags, plastic wrap or foam cups/containers are not allowed.

The Single Stream Recycling program not only helps the environment but has helped reduce our waste pickup costs. A big thank you to all who take the time to recycle...it does make a difference.

### **3. Septic System & Garbage Disposals**

With our private Septic System it is very important to only flush toilet paper and human waste. Flushing the following items is prohibited: wet wipes (even if they say 'flushable'), floss, feminine products, diapers, cotton swabs, coffee grounds, cat litter, paper towels, household cleaning products, oil and other items that can clog septic systems components. Please dispose of such items in the trash.

Garbage disposals are not allowed as we are on a septic system. Bylaws Article V (10L)

## **16. BOILERS, WATER HEATERS, WASHERS, DRYER VENTS AND PROPANE SAFETY**

- a) Boiler Replacements: As per directive of the Town of Conway Fire Department, an installer MUST apply for a permit to install a boiler at SWCA with the Town of Conway Fire Department and it is the owner's responsibility/cost to do so.
- b) Boilers must be serviced annually or as per the manufacturer instructions, by a NH Licensed Gas fitter. This not only aids in the safety, but efficiency of the unit as well. If boiler, per manufacturer instruction, does not require annual service, the boiler must be inspected annually by a NH licensed Gas fitter. Eastern Propane is the Association vendor for the main propane delivery system and the board, while not required, we recommend Eastern Propane be used.
- c) Thermostats must be set at a minimum of 55 degrees per Bylaws Article V (7B)
- d) Water Heaters: All waters heaters must be replaced within 6 months of the expiration of the warranty.
  - 1) Water heaters are an Owner's expense and shall be properly maintained. Take a picture of the, model #, warranty and the date of installation of the unit and have on file with the Board of Directors.
- e) Washers, Dryers and Dryer Venting:
  - 1) There shall be no internal dryer venting as per the Town of Conway fire code for multi-family dwellings such as condominiums. **All dryers must vent to the exterior.**
  - 2) Please be sure to clean your dryer's lint filter after each use.
  - 3) Units with Washer/Dryer located in a small closet: only small compact/ apartment size unit are allowable so that ideal clearance behind and on the sides is obtained and must meet manufacturer's specifications for such clearance.
  - 4) All washers must utilize stainless steel burst proof hoses

Refer to Bylaws Article V 7 B, Maintenance and Repair Obligations of the Owner

## **17. INDOOR DECORATIONS**

- a) For the safety of all residents at Saco Woods, no cut trees (including Christmas trees), natural wreaths and natural garlands shall be allowed in the buildings, on decks, porches and patios. Bylaws Article V (10A)
- b) Nothing is to be placed or stored in the common area, including in hallways, without written permission of the Board. (Bylaws Article V (10H). Door mats are not allowed in common hallways.

## **18. ENTRANCE DOORS**

For your safety and others, entrance doors must be kept closed at all times. Do not prop open doors.

## **19. COMPLAINTS**

In accordance with the Bylaws Article V (10T): Complaints of violations of these Bylaws and/or the Declaration and/or the Rules must be made to the Board of Directors or its authorized agent in writing (ie letter/fax/email).

If the Board of Directors feels the complaint is justified, it will take whatever action it deems necessary and appropriate. The Board of Directors or its designee will notify the complainant in writing as to what action, if any, has been taken. Any action taken by the Board of Directors may be appealed to the Association at the next Association meeting.

Please use the current complaint form, which may be obtained on our website at <https://www.sacowoods.com/owners/index.html>

Complaints are not accepted from tenants, the owner of record must submit the complaint.

## **20. RIGHT OF ACCESS**

- a) Per the terms of the NH Condominium Act (RSA 356-B: 41, 1-a), every board of directors, and its agents, has the right to enter into any Unit upon reasonable notice.
- b) Further, the SWCA Bylaws Art V,11 expands upon this and in the case of any situation deemed an emergency in the discretion of the board of directors, such right of entry shall be immediate regardless of whether the Owner is present or approves.

## **21. ASSOCIATION HIRED VENDORS/CONTRACTORS:**

- a) Unless authorized by the Board of Directors, no Owner, tenant, invitee or guest shall direct, supervise or in any manner attempt to assert control over or in any way interfere with any employee or contractor hired by the Board of Directors.
- b) Our Property Manager is a contractor hired and managed by the Board of Directors
- c) Fines up to \$1,000 may be assessed at the discretion of the Board of Directors

## **22. ENFORCEMENT AND FINES**

As Per the Bylaws Article XI (A):

- a) The Board of Directors shall have the right to levy against an Owner such just and appropriate fines as it deems advisable for noncompliance with any of the provisions of the Declaration, these Bylaws or the Rules of the Association.
- b) All such fines shall be added to and shall constitute a Common Expense assessed to that Unit and payable by such Unit Owner.

- c) Until such time as the Bylaws or Rules are amended, the fine for each violation of any portion of the Declaration, Bylaws or Rules shall be up to \$1,000.00 for each such violation, which amount is left to the sole discretion of the Board of Directors.

Any such fine levied by the Board of Directors may be appealed for review by the Association at the next scheduled Association meeting, but the fine must be paid in full to reserve the Appeal. Further, any costs incurred to enforce the provisions of the Declaration, Bylaws and/or Rules may be assessed to the Unit Owner.

## **23. INSURANCE REQUIRED**

Owners are required to carry insurance on the interior of their unit, commonly referred to as an HOA 6 and homeowners policy on the interior of their unit. Details of which can be found in the SWCA Bylaws, pages 26-27, Article VI paragraph 3. Proof of insurance is to be provided annually to the Board of Directors. Your insurance policy is required to cover the Master Policy deductible.

*Please refer to the SWCA Declaration and By-Laws for more information*

*All Documents are available at  
<https://www.sacowoods.com/owners/index.html>*