

WELCOME TO NORTHBROOK

NORTHBROOK RULES AND REGULATIONS

Approved December 31, 2025

Northbrook is a great place to live and visit! To help keep it that way, we ask that all residents and guests take a few minutes to read and observe the following rules and regulations. Owners will ensure that their renters and guests are provided a copy of Northbrook's rules when visiting.

All Northbrook Rules and Regulations are subject to fines up to \$2000.00, even if it's the first offense. The Board of Directors has complete discretion on deciding whether to levy a fine, and the amount. Fines are levied on the unit owner, regardless of whether the rule has been broken by a guest or renter. The board may also, at its discretion, suspend an owner's use of common area amenities. If a fine is not paid within 30 days of the issue date, the board may impose a lien on the unit.

CONDO UNIT RENTALS

A Maximum of 45 Northbrook condo units may engage in Active Rentals at any time. The Board of Directors will periodically publish a list of active rental units to ensure that this number is not exceeded.

RENTAL ACTIVITY DEFINITION

Active Rentals is defined as:

- Unit is actively advertised for rent (listed with online platforms, print advertisement, or rental listings with realtor, etc.)
- OR-
- Formal lease agreement is executed

Personal Use Arrangements (family, friends, cost-sharing to cover expenses) are NOT considered Active Rentals and are NOT subject to the 45-unit cap or documentation requirements. Printed association rules should be available to all guests. If there is a question as to whether a given situation is considered an Active Rental, the board will make the determination on a case-by-case basis.

REQUIREMENTS FOR ACTIVE RENTALS

All owners engaged in Active Rentals must provide supporting documentation within 30 days of commencing rental activity:

For Long-Term Rentals (30+ days):

- Lease Details (Length of Term and tenant contact info)
- Town of Conway Permit

For Short-Term Rentals (under 30 days) OR if no lease is available:

- Provide the name of platform/site, publication, or realtor
- Town of Conway Permit

All Rental Owners must:

- Comply with all Conway, NH and State of New Hampshire rental requirements
- Provide proof of Conway and NH compliance upon request to the town/state/other officials
- Provide guests/tenants with clear access to printed and updated Northbrook rules within the unit
- Provide updated Conway permit on expiration

SUBMISSION PROCESS

- All documentation must be submitted to Northbrooknhcondos@gmail.com within 30 days of commencing rental activity
- Owners will receive confirmation of submission within 14 business days
- If the 45-unit cap has been reached, owners will be notified and placed on a waiting list

Failure to provide required documentation within the specified timeframe may result in the unit owner's loss of ability to engage in Active Rentals and/or fines as determined by the Board. Owners can request to be removed from the active list by contacting the board with an email to Northbrooknhcondos@gmail.com.

GENERAL RULES

- No sub-leasing without Board permission
- No renting individual rooms or portions of units
- Owners responsible for tenant/guest violations
- Violations subject to fines or other Board actions

UNIT OCCUPANCY LIMITS

As a result of multiple complaints from owners, it is necessary to impose regulations on the number of occupants for the condominiums.

(2) Bedroom units = maximum 6 People

(3) Bedroom units = maximum 8 People

QUIET TIME AND OTHER COURTESIES

QUIET TIME is observed from **10:00 pm to 7:00 am**. Care should be taken in the unit, stairs and in the parking lots. Excessive noise between the posted hours could be offensive to those who are resting or sleeping.

PETS

Pets are allowed but must be under the control of their owner(s). **Dogs must be on a leash at all times when outside the unit on Northbrook property. Dog "POOP" must be picked up and not left on grass or paved areas.** Owners may be fined or penalized if their pets or the pets of guests/renters are found to be a nuisance, as determined by the Board of Directors.

PARKING

Each unit is allotted **TWO** unreserved spaces. All or any extra vehicles visiting or staying in that unit must park at the circle which is located below Bldg E (where the basketball hoop is located).

Vehicles should be parked in the marked spaces only. No parking in front of buildings with the exception of building H. Boats, trailers, RV's and other large vehicles must be parked at the circle below Bldg E on a temporary basis only. Do not park or drive on the grass areas. After snow storms, vehicles should be moved from one side of the parking lot to the other after our property manager plows one side. This gives him the chance to complete each lot.

TRASH

All trash is to be placed in the dumpsters. Be sure to reinsert the iron bars or chain, this makes the dumpster bear proof. Items are NOT to be placed outside the dumpsters, as this WILL incur additional fees for the association.

POOL RULES

All unit owners have been provided with a key by the Association. Entrance to the pool area is by **KEY ONLY**. Climbing over the fence or lock picking are prohibited.

GLASS IS PROHIBITED IN THE POOL AREA.

SMOKING IS PROHIBITED IN THE POOL AREA.

Children under the age of 17 must be accompanied by a responsible adult and may not enter the pool area alone. Children who are in diapers must have a swim diaper on at all times while at the pool.

Carry-in/Carry-out all trash from the pool area. **Be considerate of others while at the pool.** Loud and/or offensive language should not be used. Inflatable pool floats intended for more than one person are prohibited. Music from radios, cell phones, etc., must be played softly so as not to disturb others. Pets, bicycles, rollerblades and skateboards are not permitted at the pool.

Use only the tables and chairs that you need for your family or guests. **SAVING SPOTS BY LEAVING TOWELS IS DISCOURAGED.**

TENNIS COURTS

The courts are for tennis play only. Pets, bicycles, rollerblades and skateboards are not allowed. Carry-in/Carry-out all trash from tennis court area.

OTHER COMMON AREA RULES

Nothing can be altered or removed from the common areas without the consent of the Board of Directors. All units are considered equal regarding this policy. The common area is all the woods, lawns, pool, tennis courts, mulch beds, pavement areas, roads, driveways, parking areas, dumpster areas, walkways, front porches, attics and the exterior of the buildings and foundations.

No items may be attached to any of the exterior building walls. The only exception is the front decks and are limited to a 12" x 12" display next to the front entrance. Commercial signs are not permitted. Nothing that is an obstruction or permanent item can be stored on the front walkways or front porches including furniture, firewood, bicycles, planters etc. Items can be used in these areas, but must be removed after use.

Firewood must not be in contact with the rear decks of the buildings. Firewood can be stored in three ways: Stacked in wooded areas away from the building, on hoops and racks on the back decks (**LIMITED TO HALF A CORD**) or on the crushed stone near the back decks (**LIMITED TO HALF A CORD**). Firewood on hoops, racks, or on the crushed stone must not touch the building, deck rails or impede grass cutting and snow removal. Wood storage on hoops, racks, or the crushed stone cannot be stacked higher than the deck's top railing. Trucks delivering wood must dump wood on the paved parking surface away from the building, not in the roadway or on grass.

Hot tubs are not allowed on either the front or back decks.

Plants may not be installed in the common areas without consent of the Board of Directors. Upper unit owners may have plants on their rear decks, but they need to be in plant containers so that water does not drip down onto the lower decks. Plants cannot be stored on or overhang deck railings. Lower unit owners are limited to four hanging potted plant holders, but they must be fastened securely.

Bird feeders are allowed on the rear decks, but only from December 1 to April 1, as recommended by NH Fish and Game, to minimize problems with bears. Bird feed must be securely stored to avoid mice.

USE OF WOOD OR PELLET STOVES

Fire safety at Northbrook is a priority. **All existing wood and pellet stoves require an inspection by the North Conway Fire Department no later than September 1st, 2025, with an inspection letter provided to the Board of Directors. New installations will also require an inspection and letter on file.** Follow closely the manufacturers or the unit owner's directions for the use of the wood or pellet stove. Wood can be purchased in small amounts at convenience stores or at other local sites. There is no common wood pile. Ashes must be deposited in the barrels that are located at each dumpster location. Do not put ashes in the dumpsters or in the woods. Ash buckets must be kept on the brick areas near the wood/pellet stoves in each unit and never stored on the unit floors or decks. This is a fire hazard.

GRILLS OR FIRE PITS

All non-electric grills are prohibited at Northbrook. They may not be used on the lawns or other common areas. All propane tanks must be removed from the property as well. Electric grills (including electric pellet grills) may be used and stored on the back decks. They should not be used in close proximity to any wood surfaces. **Fire Pits are not allowed at any time on Northbrook Condominium Association property.**

WATER/FREEZE SENSORS

Due to insurance coverage for the buildings, each unit must have at least one wifi water/freeze sensor in place to notify owners in the event of freezing and/or flooding in the unit.

EMERGENCIES AND ASSISTANCE

- For police or fire dial 911.
- For non-emergencies, our property manager is Difeo Construction and Property Management (DCPM), and can be reached at ***DifeoConstruction@yahoo.com*** or (603) 944-6078. Owners have the option of hiring any contractor that they prefer for interior work. DCPM is one of those options.
- Owners with questions or concerns can contact the Board of Directors at NorthbrookNHCondos@gmail.com.