

# BURNHAVEN CONDOMINIUM ASSOCIATION HOMEOWNERS' MANUAL

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## S E C T I O N I

### **BURNHAVEN CONDOMINIUM OWNERSHIP**

#### A. THE CONCEPT

Burnhaven is a condominium development as defined under the State of New Hampshire Statutes. The term "Condominium" refers to a form of Property ownership rather than a type of architecture. Just like the owner of a single home in a subdivision, you are the sole owner of a lot referred to as a "land unit" which is a parcel of land with an existing dwelling acquired under Warranty Deed.

In addition, you acquired an equal 1/60th-percentage interest in the common area which include the roadways, groomed lawns and natural wooded areas throughout and around the 53.18 acre Condominium Community. In addition, the water system is common and houses are grouped together in small pools for septic purposes with each pool sharing a common leach field. The individual percentage interest you have in the common areas cannot be separated from the ownership interest in your land unit.

The ownership interest in the common area also automatically makes you a member of the Burnhaven Condominium Association. As a member, you have the right to participate in the administration of the Association, the obligation to pay a defined share of the operating and maintenance expenses and are subject to the rules and regulations of the community.

#### B. LEGAL DOCUMENTS

Burnhaven, Inc. is governed by two legal documents, the Articles of Declaration and By-laws, which are administered by the Burnhaven Condominium Association. These documents were developed to be in conformance with the requirements of the New Hampshire Condominium Act 356B.

The Declaration is the instrument that defines property rights and obligations, including any restrictions on the use and ownership of the property. The By-laws are the basic governing document for the Burnhaven Condominium Association. This is the instrument that describes the plan for operation, sets up the Board of Directors and provides for the implementation of policy. It is recommended that you become familiar with these documents.

### C. BOARD OF DIRECTORS

The affairs and business of the Condominium are managed by a Board of Directors, which is elected by the unit owners on an annual basis. The Board of Directors of Burnhaven consists of three Directors. The terms of each Director will be 3 years, staggered in order that only one director is elected each year.

### D. ARCHITECTURAL CONTROL COMMITTEE

Also instrumental in the operation of Burnhaven Condominium and required by the legal documents is the Architectural Control Committee (ACC). The members of this committee serve with the elected Board. The purpose of the committee is to approve any construction of dwellings within the condominium and to enforce the Architectural Control provisions of the Declaration. The committee has also established guidelines applicable to construction or alterations to dwellings that are found in this manual (Section IX).

### E. CONDOMINIUM ASSESSMENTS

As required by the By-laws, the Board of Directors will adopt a budget for the Association, which contains an estimate of the total amount necessary to pay the cost of maintenance, management, insurance and the repair and replacement of the common areas of the condominium. Each unit in Burnhaven has an equal percentage interest so the common expenses are divided by the total number of units, 60 (sixty), in the Condominium.

The assessment is payable in 12 monthly installments which is either due on the first day of each month or may be paid up to 12 months in advance. In the event an assessment is not paid within 30 days of the due date, a late payment charge may be assessed to the unit (i.e. June's dues is charged a late fee on July 1<sup>st</sup>). If the condo fees are not paid within 90 days of the due date, the Mortgage holder shall be notified (unless instructed by the Mortgage holder to notify earlier) and an interest charge is assessed at 12% per annum applied to all fees over 60 days in arrears (i.e. nonpayment of a fee since June, interest begins September 1<sup>st</sup> and is charged for June and July).

Any special assessment assessed against a unit shall be due within 30 days in full. The same late policy shall be applied to special assessments as with condo fees. Payment arrangements may be made if warranted.

The total annual assessment and any special assessment is a lien against the unit, which may be perfected by the Board of Directors of the Association upon default of any payment that extends for more than 30 days. After the required notice is given and a lien filed, the owner is also responsible for interest, costs and attorney's fees. In addition to the right to foreclosure against the unit, a suit to recover money judgment may be brought against a defaulting owner. Prompt payment of assessments is an obligation of each unit owner and is extremely important to the financial stability of the community. All payments may be dropped in the common mailbox in the mail house next to Unit #6 or sent to Management.

## S E C T I O N   I I

### **INSURANCE COVERAGE**

Article VII of the By-laws outline the insurance requirements for the Association and the types of insurance to be maintained by both the Association and the unit owner. The Association has purchased insurance providing public liability coverage for the common areas of the Association. There is also a Directors and Officers liability policy. Contact information for the Insurance Agent can be obtained from Management.

**As an individual unit owner with total ownership of your land unit you are responsible for obtaining your own insurance to provide fire and extended coverage to the building and public liability coverage pertaining to the unit.**

**A certificate of insurance indicating that this coverage is in full force and effect must be on file with the Board of Directors. Have your agent send a copy to management. Any changes or renewals must be provided to the Board of Directors as well.**

The Board of Directors shall be named as an additional insured under the policy. The By-laws give the Board of Directors the authority to determine whether the insurance you carry is adequate and if it is in effect because the Board of Directors has the responsibility for the protection of the Condominium. It is for that reason the Board of Directors is named insured and is jointly responsible for the distribution of any construction funds paid out by an insurance company. Any questions should be addressed to the insurance agency or to the Board of Directors.

## S E C T I O N   I I I

### SEPTIC SYSTEM DESIGN

The Septic Systems in the Burnhaven development are private and clustered with other homeowners. Each unit is equipped with it's own 1,000 gallon septic tank (some with an additional 500 gallon pump chamber) which is the sole responsibility of each homeowner. Your septic tank is connected into one of eight common leach fields which are grouped as follows; Pool A- Units 23 – 30, Pool B- Units 53 – 60, Pool C- Units 1 – 3, Pool D- Units 4 – 6, Pool E- Units 47 – 52, Pool F- Units 31 – 38, Pool G- Units 39 – 46, and Pool H/I- Units 7 – 22. The expenses to maintain, repair or replace each leach field and all related common elements are equally shared by the home owners of their group [By-laws, Article V, 4(c)].

A separate Sewer Reserve Account was established in February 1998 for each of the above sewer group pools to cover or defray the cost associated with the maintenance and repair of these systems. The Reserves are funded with a portion of the monthly condo fee going directly to these separate accounts.

**The leach fields were designed and approved by the state to accommodate 4 (four) persons per unit for each prospective group. Therefore, all units in the development are zoned by the Town of Stratham to be limited to 2 (two) bedrooms and 4 (four) persons.**

**Burnhaven homeowners are responsible for having their septic tanks pumped and baffles inspected every three years, more often if problems develop. A record of the pumping and inspection must be filed with the Board in order for the Board to insure proper maintenance by each homeowner.**

Because of this shared arrangement it is important that all unit owners take reasonable care not to abuse the system thereby adding to the maintenance expenses for all the owners on the system. The following are some basic usage guidelines for septic systems as recommended by the professionals who service them:

1. NEVER pour cooking grease down the drain, put in metal can and throw in trash.
2. Do not install or use garbage disposals.
3. Water Softeners must be installed with separate dry wells for discharge.
4. Control the use of bleach and chemicals, which will kill the bacteria necessary for a healthy septic system.
5. Do not put plastic, latex or paper products except toilet tissue down the system (diapers, sanitary napkins etc.)

6. Use only biodegradable detergents.
7. Conserve Water. The less liquid that goes into the leach field the better!

#### S E C T I O N IV.

### **WATER SYSTEM**

The New Hampshire Department of Environmental Services/Water Supply Engineering Bureau has issued a permit, #99-2232160, to Burnhaven Condominium Association to operate a public water system. Water is tested regularly in accordance with the rules of the department. Our project number is 00-2232160. Test results are on file with the Burnhaven Association and the New Hampshire department of Environmental services in Concord and as required by the state, an annual report on the water system is prepared and available.

The Association has **imposed an Odd/Even day for watering lawns**. Therefore, if your street address is an even number, we are asking that you water on the even number days of the month and vice-versa for the odd numbers.

The above provision is not over a lack of water, but necessary because of the way our water system is set up. The Association has two wells that alternately pump into a 10,000-gallon atmospheric tank from which a pressure tank pumps it out into the neighborhood. During peak demand periods the water is drained from the atmospheric tank faster than the wells can pump into it. As a result, when the atmospheric tank reaches a dangerously low level, the system shuts down temporarily until the wells can replenish a sufficient level in the tank again.

Another suggestion to help the situation is to do the watering and other activities that use excessive water in the morning whenever possible rather than in the evening as the normal demand for water is greatest in the evening than during any other part of the day.

#### S E C T I O N V.

### **PROPERTY MAINTENANCE**

The Association has the responsibility to maintain the common areas of the Association, which include the roads, the well system and the open common land areas. The Association fee you pay each month covers the cost of maintaining these areas.

Every homeowner in Burnhaven is responsible for the maintenance of the land unit that includes the land and the home that is built on it. As described in the By-laws Article V, Section 4:

*“Each unit owner shall be responsible for the maintenance, repair or replacement of his unit and any improvements or uses of the land as described in the Declaration. The Board of Directors of the Association shall have the authority to determine whether the exterior of any unit is in need of maintenance, repair or replacement and if the Board so determines that particular items are necessary, it shall inform the unit owner in writing”.*

The section goes on to say that if, after sufficient notice is given, the unit owner does not make the requested repair, that the board has the authority and right to have the repairs made and assess the unit owner for the cost. This authority of the Board would extend from setting a standard for cutting the grass to determining when the building should be re-stained or the septic system cleaned out.

One of the first and most noticeable features about any home is the appearance of the lawn and grounds. With this in mind, the following guidelines may be helpful in keeping that attractive appearance.

Grass Cutting - Every 7 to 10 days as growing conditions warrant. Set the mower blade higher after first cut of the season. Higher grass thickens faster, choking out weeds and survives hot weather better than short cropped grass (requiring less water!). It will look just as neat if cut regularly.

Fertilizing/Weed Control – This is a necessity to maintain a beautiful lawn here due to the poor loam condition of the area. Three to four applications are recommended during the year. Most major brands have step programs with instructions which may be used, or feel free to obtain a service contract with one of the many vendors in the area.

Lime – Also recommended once or twice a year. Check package directions for when and how often.

## S E C T I O N VI

### **RULES AND REGULATIONS**

Article V of the Declaration lists the general rules imposed on the Association and property, many, but not all, of these are listed below. Additional rules are recorded here as established by the Board of Directors in order to ensure the enjoyment of the majority of the owners as directed under Article III.1. of the By-laws.

#### A. COMMON POLICIES

1. Speed limit on the Common Roadways shall not exceed 20 MPH.
2. Parking must be limited to the owner's garage and driveway, **parking along the common roadways is strictly prohibited.** Boats, campers, trailers, motorcycles, unregistered vehicles, machinery, etc. are not allowed to be stored or parked for extended periods of time in the open on land units. No auto repairs are permitted on roadways.
3. Household pets such as dogs, cats and birds may be maintained except that no such pets are to be bred or maintained for purpose of resale. Owners with pets will take steps to insure their pets do not create a nuisance or disturbance to other owners. **Dogs must be leashed or under the control and supervision of their owner at all times. Owners are responsible for cleaning up after their dogs. Cats are not allowed to run loose throughout the community.** Constant barking of dogs will not be permitted.
4. All land units and dwelling units are to be used for residential purposes only. However, accessory office and work space use will be allowed if no external evidence of such use exists and such use complies with the Town of Stratham Zoning Ordinance.
5. All trash must be kept in suitable sanitary containers and stored in an area so they are not visible from the street or any other unit. All trash should be put out on the street no earlier than the night before the scheduled collection day. Emptied receptacles must be removed during the day of collection.
6. No land unit can be used for the dumping of trash, old automobiles etc. and no burning of trash or debris is permitted.
7. No noxious or offensive activities shall be carried on in any unit or in the common areas, nor shall anything be done herein which may become an annoyance or nuisance to the other owners.



8. Units may be rented. A copy of the lease must be provided to the Board of Directors and said lease must contain a provision which makes these rules and regulations and any other provisions of the Declaration or By-laws a material part of the lease. Unit owners are responsible for the activities of their tenants.

#### B. ARCHITECTURAL CHANGE GUIDELINES:

The following rules address specific areas of the dwelling or land unit and are intended to give an owner an idea of what will be permitted, but are not all inclusive. **It is mandatory that owners receive board approval prior to starting any such project. Refer to Section VIII, D for procedure.**

1. Air conditioners – All possible efforts should be made to avoid mounting air conditioner units in the front of the house. In the event that it can not be avoided, the following provisions MUST be adhered to: Front facing air conditioner units will only be permitted from May through September, must be mounted in windows, and be of a size that does not require any exterior protruding supports.
2. Antennas – Exterior antennas are prohibited. Small digital dishes not to exceed 24 inches shall be permitted with approval by the ACC and must be mounted on the least visible side of the house.
3. Attic Ventilators – Attic ventilators and turbines are permitted if painted to match the color of the roof or the color of the siding where appropriate. Ventilators should be mounted on the least visible side of the roof.
4. Awnings – Awnings are permitted with approval by the ACC.
5. Bedrooms – No more than two bedrooms are permitted under Stratham Zoning Code for the development. Bedroom by code is defined as a room with a closet and which has a separate entry from a common hallway.
6. Chimneys and Metal Flues – Chimneys must be either brick or enclosed in the same siding material as the house. No metal stove pipes are permitted.
7. Clotheslines – Structures or lines intended for the drying of clothes are not permitted.
8. Decks - Must be constructed in a style consistent with the building style. Under deck storage areas may be constructed if a decorative screening material compatible with the design of the house screens them from view.

9. Decorations – Approval of decorative objects will be evaluated in terms of their general appropriateness, size, location and compatibility with the design of the structure. Generally decorative objects such as bird feeders and lawn ornaments will not be permitted in the front of the units. Flagpoles may be permitted. Christmas or other holiday decorations are permitted provided they are removed within a reasonable time frame with relation to the holiday.
10. Doghouses – Generally, doghouses will not be permitted. Exceptions to doghouses may be made if the back portion of the lot is fenced in, thereby providing screening from the neighboring units and the dogs do not create a noise nuisance.
11. Fences - The back portion of a land unit if appropriate and not in conflict with land unit boundaries, may be fenced for privacy. The fence will not extend toward the front of the lot beyond the front corner of the house and must be erected with the friendly side out. No chain link fences are permitted. ALL fences must obtain ACC approval.
12. Firewood – Must be kept neatly stacked in the rear of the house in such a manner as to avoid adverse visual impact for adjoining properties.
13. Hot Tubs, Spas – Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. They must be incorporated into a deck or patio and screened from view by use of approved fencing material.
14. Lighting – Changes to exterior lighting is acceptable provided it will not result in an adverse visual impact to adjoining neighbors.
15. Recreation and Play Equipment – Stationary play equipment is prohibited from the front yard, must be compatible with the lot size, and may require appropriate screening.
16. Storage Sheds – Prefabricated or freestanding sheds are prohibited. Sheds built under decks or built as a part of a fence may be permitted.
17. Survey Stakes – In absence of permanent survey stakes, the unit owner is required to have the land surveyed before any property modifications requiring ACC Approval can be made within 10 feet of a boundary of common area can be made. Permanent survey markers are required to be left at that time.
18. Swimming Pools - Only in ground swimming pools will be acceptable. Any approved pool shall be suitably screened from adjacent units by approved trees, shrubs and or fences. Pools must be of the type that does not require they be emptied each season due to the impact on the well system and the environment. Pools may not be filled with Burnhaven Condominium Association water source.

19. Repair and Replacement of Siding – Any repair or replacement of siding must be made with material substantially similar to the original construction. Materials currently approved and deemed substantially similar are wood and vinyl. Vinyl must meet or exceed ASTM D3679 standard and be embossed with wood grain features so as to appear identical to the original construction materials.  
Note: All changes to the exterior appearance of a dwelling are subject to review and approval of the ACC.

## S E C T I O N VII

### **ENFORCEMENT PROCEDURES**

Pursuant to the By-laws, Article XII, Section 1 (a-f) the Board of Directors shall have the right to enforce the provisions of the Declaration, the By-laws or any rules and regulations established by the Board of Directors.

Failure to receive approval for any addition or alteration to the dwelling unit or land unit as required by the above documents is a breach of the provisions of the Declaration and By-laws and will be treated as any other violation as indicated in Section (f) of the above referenced article.

The Board of Directors to ensure compliance with the legal documents will use the following due process:

1. A violation may be observed and reported to the Board of Directors or managing agent by a member of the Board, the managing agent or a unit owner. To report a potential violation, a written notification should be transmitted to the Board of Directors or managing agent.
2. The alleged violation will be confirmed by a site visit by a member of the Board of Directors or managing agent. When necessary and appropriate, immediate intervention may be made.
3. The Board of Directors shall meet to determine if any further action is warranted.
4. Upon first offense, a “friendly letter” will be issued to the party involved detailing the issue, identifying the cite in the condominium documents prohibiting the action, and kindly asking for compliance with the condo rules. The violation is to abate immediately upon notification, however, if warranted, the party shall be granted up to 30 days to comply (i.e.: if structural infraction needs to be removed).

5. If the violation continues to persist after being issued the friendly letter, a second letter shall be issued requesting the immediate abatement of the infraction. The letter shall also offer a meeting with the Board of Directors within 15 days of the letter to discuss the issue.
6. If the issue still persists or the party involved fails to meet with the Board of Directors within the 15 days of the second notice, then the actions available under the By-laws and this Homeowners' Manual will be used to encourage compliance. These include: assessing fines, removing the infraction at the owners expense, suspending or limiting the right of the owner in question to use of any part of the common areas during the continuance of such violation, and/or referring the matter to legal counsel.

Penalties shall be imposed based on the rate of \$25.00 on the next occurrence or month (which ever is appropriate), \$50.00 upon second notification or month, and \$100.00 upon all notifications or months thereafter pertaining to the same subject offense. Note also that all cost incurred under the above procedures shall be assessed to the Unit owner as well (see section II.E. for collection of assessments).

## S E C T I O N   V I I I

### **ARCHITECTURAL CONTROL COMMITTEE HANDBOOK**

#### A. PURPOSE OF THE HANDBOOK

The primary purpose of this section of the manual is to familiarize unit owners at Burnhaven Condominiums with the objectives and scope of architectural guidelines and standards that are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Burnhaven community.

It also explains the application and review process that must be adhered to by unit owners seeking approval for any exterior modifications or changes to their land unit, which are subject to approval by the Association.

#### B. BASIS FOR AND OBJECTIVES OF ARCHITECTURAL CONTROL GUIDELINES

The legal documents for Burnhaven contain certain restrictions, including those pertaining to architectural controls. Legally, these documents are part of the deed for your unit and are binding upon all unit owners and their successors in ownership, irrespective of

whether or not these owners are familiar with such documents.

The primary purposes of the design guidelines are to:

Maintain consistency with the overall design concept for the community.

Promote harmonious architectural and environmental design qualities and features.

Promote and enhance the visual and aesthetic appearance of the community.

The establishment of design standards not only enhances the physical appearance of a community but also protects and preserves property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

#### C. ROLE OF THE ARCHITECTURAL CONTROL COMMITTEE

The Declaration for Burnhaven (Article V) provides that the responsibility for the enforcement of use restrictions shall be exercised through an Architectural Control Committee, the members of which shall be the Board of Directors or a committee established by the Board.

The primary responsibility of the Architectural Control Committee is defined as follows (Article V, Section A of the Declaration):

“The purpose of that Committee shall be to ... enforce the ‘Architectural Controls’ provisions of the Declaration.”

#### D. ADDITIONS OR ALTERATIONS TO EXISTING STRUCTURES

**All additions or alterations to the structure or the land unit itself must be approved by the Architectural Control Committee (ACC).** These additions or alterations would include, but are not limited to, the items mentioned in the Architectural Change Guidelines (section VII, B. of this Homeowners’ Manual). In many instances the restrictions or guidelines are controlled by the use restrictions specifically recited in the condominium Declaration.

Essentially all changes, permanent or temporary to the exterior appearance of a dwelling of land unit are subject to review and approval by the ACC. The exception to these otherwise inclusive review requirements is that:

Minor landscape improvements will not require an application. This includes small foundation plantings, trees or single specimen plantings, small vegetable gardens or in ground small-scale improvements which do not materially alter the appearance of the land unit. Due to the varied location of the underground utilities, the ACC must approve the planting of any tree or shrub that is allowed under Part B of these guidelines which requires a hole deeper than 1 foot. Arrangements to have the location of the utility lines marked will be made by the Unit Owner.

If there is any doubt as to whether or not a proposed change is exempt from design review the unit owner should contact the committee or manager for clarification before any change is made.

#### E. APPLICATION PROCESS

Applications for approval of any addition or alteration must be submitted to the ACC using the attached form (Exhibit A). The application must include a complete and accurate description of the proposed changes. Appropriate supporting exhibits in the form of site plans, architectural drawings or plans, landscape plan, photos, or color samples must be submitted.

The ACC is required to provide notification to homeowners of the approval or disapproval of any proposed addition or alteration within 30 days after the receipt of a properly completed application.

The ACC will issue a written notice of their decision to the unit owner and they may request an appointment with the unit owner to discuss the proposal. The unit owner may appeal a decision to the ACC by submitting a written request within 30 days from the date of the notice of denial. The request should include any new or additional information that might clarify the requested change or demonstrate its acceptability. The ACC must respond within 15 days from the date of the request for reconsideration.

#### ***EXHIBIT A***

**APPLICATION FOR ADDITIONS AND ALTERATIONS TO LAND UNIT**

**ARCHITECTURAL CONTROL COMMITTEE  
 BURNHAVEN CONDOMINIUM ASSOCIATION**

**Please Mail or Deliver to the Architectural Control Committee c/o Management**

**1. NAME:** \_\_\_\_\_  
 (Please Type or Print)

**2. ADDRESS:** \_\_\_\_\_

**3. HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**4. GENERAL DESCRIPTION OF PROPOSED CHANGE:**

**5. Provide a description of proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information that may be helpful to evaluate the proposed change.**

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**APPLICATION FOR ADDITIONS AND ALTERATIONS TO LAND UNIT**

**6. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION**

The supporting exhibits and supporting documentation listed below must accompany this architectural review application, as applicable for the construction. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Control Committee's 30 day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents, permits and exhibits required by the Town of Stratham for the proposed improvements.

- A. Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed buildings must be provided.**
- B. Site Plan - A site plan, drawn to scale, showing the location and dimensions of the proposed building, including orientation with respect to the building area, and adjacent dwelling units must be provided for decks, patios, walls, fences and landscape design.**
- C. Architectural Drawings and Landscape Plans - Detailed Architectural drawings or plans must be provided for decks, any structural additions to the home and major landscape improvements which would change the topography of the lot.**
- D. Photographs - the inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic features of the unit of lot.**
- E. Other Exhibits - other exhibits may be required to permit adequate evaluation of the proposed change. Home owners are welcome to seek guidance from the Architectural Control Committee or Managing Agent prior to the submission of an application.**

**7. ESTIMATED STARTING DATE OF CONSTRUCTION: \_\_\_\_\_**  
(After approval by the Architectural Control Committee)

**8. ESTIMATED COMPLETION DATE: \_\_\_\_\_**

**9. Owner acknowledges that he is familiar with the architectural review requirements and procedures for the Burnhaven Condominium Association.**

**10. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed within 360 days, or other time frame authorized by the ACC.**



***APPLICATION FOR ADDITIONS AND ALTERATIONS TO LAND UNIT***

**NOTES**

- A. Nothing contained herein shall be construed to represent that construction on a land unit in accordance with these plans shall not violate any of the provisions of the Building and Zoning codes of the Town of Stratham, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.**
- B. Where required, appropriate building permits shall be obtained from the Town of Stratham prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.**
- C. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the ACC.**
- D. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owners' own expense if such alterations are made and subsequently disapproved in whole or part. Further, owner understands that any legal expense associated therewith may be the responsibility of Owner.**
- E. Owner agrees to give the ACC and/or Managing Agent, express permission to enter the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.**
- F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Owner's Signature)**

*APPLICATION FOR ADDITIONS AND ALTERATIONS TO LAND UNIT*

*ARCHITECTURAL CONTROL COMMITTEE  
BURNHAVEN CONDOMINIUM ASSOCIATION*

**Date Received by ACC:** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_

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