STERLING HILL AT EXETER,
A CONDOMINIUM ASSOCIATION

STERLING HILL LANE, EXETER, NH 03833

RULES AND REGULATIONS

ADOPTED & APPROVED ON JUNE 23, 2009

Revision History:

Updated & approved on February 18, 2026
Updated & approved on August 12, 2024
Updated & approved on May 9, 2024
Updated & approved on August 9, 2023
Updated & approved on March 25, 2022
Updated & approved on April 24, 2014

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STERLING HILL AT EXETER, A CONDOMINIUM
RULES AND REGULATIONS

These Rules and Regulations are adopted for the benefit of the Owners at Sterling Hill at Exeter, a Condominium. They are intended to contribute to preserving a clean, attractive environment, and to assuring the peaceful enjoyment of Sterling Hill at Exeter, a Condominium. They are also intended to protect and enhance the value of all property at Sterling Hill at Exeter, a Condominium. They are not designed to unduly interfere, restrict or burden the use of property.

All residents and guests are expected to abide by these Rules, which are meant to supplementthe provisions of the Declaration and By-Laws of Sterling Hill at Exeter, a Condominium, hereafter "Sterling Hill".

I. Use of Unit

1. No Owner shall do, or permit to be done, anything in or about his or her Unit which shall interfere with the rights, comfort or convenience of other Owners, it being the intent that Sterling Hill shall be an active adult community wherein all residents shall live in a peaceful and tranquil environment.

2. No owner shall cause or permit his or her Unit or any part of Sterling Hill to be used for business, trade, professional, commercial or industrial activities; and no sign, notice or advertisement shall be inscribed or exposed on or at any window or any part of the Unit, except such as shall have been approved in advance and in writing by the Board of Directors.

3. Each Owner shall keep his or her Unit in a good state of preservation and cleanliness. EachOwner shall repair any damage to his or her Unit within ninety (90) days of the damage being incurred.

4. No Owner shall keep in his or her Unit any inflammable, combustible or explosive material,chemical or substance, except such commercial products as are required in normal householduse.

5. No Owner shall use electronic equipment or an electronic device in his or her Unit which shall create electronic interference or electrical overloading anywhere in Sterling Hill.

6. No Owner shall cause or permit anything to be hung, affixed, attached or displayed on the inside or outside of windows, or placed on the outside of windows, or placed on the outside walls, roofs, or doors of his or her Unit, and no sign, awning, canopy or sunshade shutters, storm windows, storm doors, flags, plates or placards shall be affixed to or placed upon the exterior walls, enclosures, roofs, doors, windows or screens or any part thereof, except such as shall have been approved in advance and in writing by the Board of Directors. The Board has approved one exception to this rule for the Holiday season:

- One Holiday Wreath (artificial) each will be allowed to be displayed on the outside of each resident's hallway door and on the door to the outside patio/deck between the Sunday following Thanksgiving and January 15 of the following year. Door decoration is limited to one wreath per door, NO lights or anything generating noise will be allowed on the hallway door.
- A wreath on the outside patio/deck door will be allowed one light. Wreaths must be hung on hangers and no holes can be drilled in the doors.
- Nothing will be allowed to be placed on the floor by unit hallway doors.
- Out of respect for all people, whether of any or no religion, all decorations are to be seasonal, secular, and not in reference to any one religion.

7. All window treatments shall have white facing to the outside.

8. Except for outside deck furniture and freestanding plants, no Owner shall cause or permit anything, including plants, to be hung, affixed, attached or displayed on the deck or deck railing of his or her Unit, or any part thereof, except such shall have been approved in advance and in writing by the Board of Directors.

9. No Owner shall cause or permit any barbecue grilles or any other type of cooking device to be placed on the deck of his or her Unit.

10. Except for outside deck furniture and freestanding plants, no owner shall cause or permit anything to be stored, even temporarily, on the deck of his or her Unit. During winter months when furniture is not in use, any furniture that is covered or wrapped in any way, will be considered storage of furniture, and is NOT permitted.

11. No owner shall make any extension, alteration or change to his or her Unit which in any way alters the exterior appearance or structure of his or her Unit or in any way alters the exterior appearance or structure of any appurtenance to such Unit.

12. Recyclables, refuse and garbage shall be stored in appropriate containers. All such containers shall be stored within the Unit, except when the Owner shall cause or permit the contents thereof to be disposed of in the dumpster or other receptacle provided by the Condominium for the use of the Owners at Sterling Hill.

13. No Owner shall cause or permit his or her Unit to be leased, rented or by other tenancy, or occupied by anyone other than the Owners thereof except in accordance with the provisions of Article (3) (i) (ii) (B) [page 10] of the Declaration of Sterling Hill at Exeter, a Condominium. Please refer to this Document and Article. This Article specifies that at least one of the lessees occupying the unit shall be at least fifty-five (55) years of age or older, and that such rental lease or tenancy shall be for at least one (1) year. Therefore, the Owner must submit proof, such as a Xerox copy of a driver's license, to the Board of Directors that at least one of the prospective occupants isfifty-five (55) years of age or older and that the lease is for at least one (1) year.

14. The Unit Owner must also indicate to the Board of Directors that the lessee has received

acopy of the Condominium Documents and is aware of the policy on pets stated in the Rules.

15. Guests are allowed at Units within Sterling Hill. A guest is defined as a person visiting an Owner and residing at a unit for no more than thirty (30) consecutive days.

16. If a Unit is to be unoccupied during the cold months, (November through April), the Unit thermostat shall be set no lower than 55 degrees F.

II. Use of Parking Spaces and Storage Areas

1. Each Owner shall keep the parking space and storage areas appurtenant to his or her unit ingood state of preservation and cleanliness. Each Owner shall repair any damage to his or her storage area within ninety (90) days of the damage being incurred. No Owner shall keep in his or her storage areas any flammable, combustible, or explosive material, chemical or substance, except such commercial products are required in normal household use.

2. Underground parking spaces are intended to be used solely for the parking of private passenger vehicles of occupants of units only, and not for trucks, commercial vehicles, motorcycles, trailers, boats, or other recreational vehicles or equipment. Exterior parking spaces are intended to be used solely for the parking of private passenger vehicles of occupants of Units and their guests only, and not for trucks, commercial vehicles, motorcycles, trailers, boats or other recreational vehicles or equipment. Sport utility vehicles and light-duty pickup trucks not used for any commercial purpose may be parked within the Condominium. Exterior parking spaces may be used for the parking of commercial vehicles if the operators thereof are providing a service to the Condominium or an Owner therein. No unregistered motor vehicle is to be stored or parked in any parking space, underground or exterior, for more than three (3) days, exceptsuch as shall have been approved in writing by the Board of Directors.

3. Parking Spaces are not to be used for the storage of residents' bicycles. Bicycles are to be stored in the area marked “BICYCLE STORAGE ONLY” beneath the garage heaters on either endof the garage.

4. ONLY the following items are permitted to be stored at the end of each unit’s parking space:
    a. Grocery carts/wagons can be stored at all times at the end of each unit’s parking space.
    b. Wheelchair or walker can be stored during times of need or long term if needed for a permanent disability.

All items stored in the garage, including assigned parking spaces and storage areas are stored at unit owner’s own risk.

a) The five formally designated Handicap Parking spaces in the garages of building Two (1 space), building Three (2 spaces) and building Four (2 spaces) will be leased on an annual basis from June 1 - May 31.
b) Notification will be sent out in advance so that residents may request to be placed in the lottery for a parking space in their building.
c) The lottery in any building is only open to residents of that building unless there isn't any resident interest in the available space for that building.
d) The Parking Space Lottery will be held annually at the May open Board meeting.
e) Winners of the lottery may pay monthly at the stated rate in the notification or annually with a 5% discount.

Outside handicapped parking spaces are reserved for vehicles with an authorized handicapped license plate or an authorized handicapped hang tag hanging from the mirror.

ALL UNAUTHORIZED VEHICLES PARKED IN THE OUTSIDE HANDICAPPED SPACE WILL BE TOWED WITHOUT NOTICE FROM THESE SPACES AT VEHICLE OWNERS EXPENSE.

Ill. Use of Common Areas of Sterling Hill at Exeter, a Condominium

1. There shall be no obstruction of the common areas nor shall anything be stored in the common areas of Sterling Hill. This includes rugs, furniture or other items resting on the carpeting in the halls (common areas). This includes the temporary placement outside of the unit owner's door of shoes, grocery carts, and bags of trash. No Owner shall install, erect or construct any playground equipment, whether children's or adults, including basketball backboards on decks, in parking areas, appurtenances or anywhere else in Sterling Hill.

2. Residents of each floor may select/appoint representatives to decorate the lobby on their floor as appropriate for the season.

Floor representatives as asked to adhere to the following guidelines:

- Out of respect for all, decorations must be secular rather than religious and should represent the current season. (winter, spring, summer, or fall).
- Care should be taken to protect surfaces of furniture from scratches, water marks, or other such damage.
- Items placed on tables must have a protective backing or be placed on a runner or pad to protect the table surface.
- No live plants should be placed on the tables.
- Any décor for the outer lobbies should coordinate with the inside lobby and be limited to wall décor.

3. No Owner or guest shall park a motor vehicle in a common area for more than two (2) consecutive days without having notified the Board of Directors or their agent and, if requested, having provided the Board of Directors or their agent with a key to move the motor vehicle if necessary.

4. No Owner shall operate a vehicle or permit a vehicle to be operated in or over any part of Sterling Hill unless such vehicle is equipped with a muffler to prevent excessive or unnecessary noise, which muffler is in good working order and in constant operation and complies with such minimum standards for construction and performance as the Division of Motor Vehicles may prescribe. No such vehicle shall be equipped with a muffler cut-out or by pass. No Owner shall cause or permit the sounding of a bell, horn or other device nor operate a vehicle so as to make a harsh, objectionable noise, nor permit to escape from such vehicle smoke or pollutants in such amounts or at such levels as may violate motor vehicle air pollutants in such amounts or at such levels as may violate motor vehicle air pollution control regulations. No Owner shall cause or permit the use on or in connection with any vehicle a spot light, so-called, the rays of which shine more than two (2) feet above the road at a distance of thirty (30) feet from the vehicle.

5. No Owner shall operate or store a motorcycle in any part of Sterling Hill.

6. The Community House (aka the Club House) and any other such activity areas established by Sterling Hill shall be governed by such rules and regulations as may be adopted by the Board of Directors.

   Persons who are not residents of Sterling Hill at Exeter shall not be allowed to hire or reserve the Club House for any event/purpose with the following exception:

   - The Association will allow a fully insured outside person or group to be hired by the Social Committee or Board of Directors to provide services for the benefit of residents.
   - The outside person or group must provide Certificate of Insurance and name Sterling Hill at Exeter as additional insured.
   - Certificates of Insurance must be reviewed & approved by Foy Insurance prior to hiring.
   - Outside person or group must sign a waiver assuming all risk and liability.

The seating of the Club House is restricted by the fire department code to a **maximum of fifty (50) persons on the ground floor and ten (10) persons in the fitness center.** [Per Board of Directors 04/29/07].

7. Due to liability issues The Association will NOT allow alcohol to be served at any common area social event including the clubhouse.

Residents are allowed to bring their own beverage to these common area social events.

Private events, reserved and hosted by resident owners are exempt from this rule as they sign a waiver assuming all risk and liability.

IV. Actions of Owners

1. No noxious or offensive activities shall be carried on in any Unit, including the creation of noise, odor, and vibration, or in the common areas or common facilities of Sterling Hill; nor

shall anything be done therein willfully or negligently which may be or become an annoyance or nuisance to the other Unit Owners or guests. No Owner shall make or permit any disturbing noises in the buildings by him or her, his or her family, his or her guests, servants, employees, agents, visitors, and licensees, no do or permit anything by such persons that will interfere with rights, comforts, or conveniences of other Owners. No Owners shall play upon, or suffer to be played upon, any musical instrument or operate, or suffer to be operated, any electronic audio and/or video equipment in the premises at such high volume or in such other manner that it shall cause unreasonable disturbances to other Owners.

Owners shall comply with and conform to all applicable laws and regulations of the United States, State of New Hampshire, and all ordinances, rules, and regulations of the Town of Exeter and shall indemnify and save Sterling Hill or other Owners harmless from all fines and penalties, costs and prosecutions for the violation thereof or noncompliance therewith.

2. Owners shall be held responsible for the actions of their family, guests, servants, employees, agents, visitors, and licensees.

V. Pets

1. All residents who wish to keep pets at Sterling Hill are required to receive approval in writing from the Board of Directors. **A Pet Approval Application Form** may be obtained from CPManagement. Once completed the Application should be turned in to CPManagement to be forwarded to the Board of Directors for review. All future residents seeking pet approval must request such approval 21 days prior to the anticipated closing. Current residents who are requesting pet approval must do so at least 21 days before bringing the pet on the property. The Board of Directors will respond within 14 days to the request. No approval will be given for more than 1 dog or 2 cats or 2 birds in any unit.

Within the Sterling Hill complex only a total of 16 dogs will be allowed. No more than 4 dogs will be allowed on any one building. Dogs must 30 lbs. or under.

All visitors bringing pets into Sterling Hill must comply with ALL RULES.

Pet-owners wishing to use the elevator with their pets must do the following:

- When you call the elevator and someone without a pet is already on the elevator, ask if they would prefer to ride the elevator without your pet. If that is their preference, wait for the next elevator.
- When you are on the elevator with your pet and the elevator stops to allow others on, allow them to ride with you and your pet. If they prefer not to ride with you and your pet, send the elevator back to their floor once you and your pet have exited the elevator.

2. No pets shall be brought into the Community Clubhouse.

3. Any Owner approved to keep a pet shall immediately remove and properly dispose of any excrement from his or her pet in or upon any common area, parking area or any other location within Sterling Hill. If a person with a pet is visiting any Owner, that Owner shall be held responsible for seeing that the visiting pet abides by all rules pertaining to pets at Sterling Hill.

4. Each owner approved to keep a pet shall hold the Board of Directors and all other owners harmless against loss, liability, damage or expense for the actions of such pet within Sterling Hill.

5. If a pet approved by the Board of Directors creates noise, is allowed outdoors without a leash or in any way creates a disturbance or nuisance, the Board of Directors may immediately revoke their approval of such pet and the pet shall be removed from Sterling Hill within seven (7) days.

6. Pets must be on a leash (no longer then 6 feet) or carried and accompanied by, under the control of their owner or care taker, when outside of their unit. Pets are **not** allowed to be tied outside via a stake or attached to any part of the building at any time.

Pet Registration/Application Form
Sterling Hill at Exeter

Pet owners must complete a Pet Registration/ Application form for all pets that reside at Sterling Hill. If this information changes, please keep management updated. If you plan to bring a new pet onto the property this form must be presented to the Board of Directors at least 21 days in advance and the pet must be approved prior to its residence at Sterling Hill **Thank you!**

Please attach pet photos here:

____New Pet____Existing Pet

PET #1 INFORMATION:_____Cat_____Dog ____Other
Pet's Name: _____
Type/Breed: _____
Color: _____
Age/Weight: _____ License or ID# _____

PET #2 INFORMATION:_____Cat___Dog _____Other
Pet's Name: _____
Type/Breed: _____
Color: _____
Age/Weight: _____ License or ID# _____

Pet Owner:
Name: _____
Address: _____
Telephone (Home) _____ (Mobile) _____

Pet's Emergency Caretaker:
Name: _____
Address: _____
Phone: _____

I have read and understand the property rules pertaining to pets and I and members of my household promise to fully comply.

Signature of Pet Owner:_____Date_____

Approved _____ Denied _____

Sterling Hill Board of Directors _____

Please scan and email this form to barbaras@cpmanagement.com, or mail to CPManagement, Inc. 11 Court Street Exeter, NH 03833.

VI. Insurance

1. Nothing shall be done or kept which will increase the rate of insurance on any of the building, or contents thereof, applicable for residential use, without the prior written approval of the Board of Directors. No Owner shall permit anything to be done, or kept in his or her Unit, or in the common areas or common facilities which will result in the cancellation of insurance on any of the buildings, or contents thereof, or which would be in violation of any law. No waste shall be committed in the common areas.

2. The Owners shall comply with the rules and regulations of the New England Fire Rating Association or other insurance inspection or rating bureau having jurisdiction thereof and with the rules and regulations contained in any fire insurance policy upon any building within Sterling Hill or the property contained therein.

3. Damage by fire or accident affecting the Unit, common areas or common facilities, or the liability of the Owners of Sterling Hill will be promptly reported to the Board of Directors immediately following the occurrence thereof.

4. Our by-laws require unit owners to carry property insurance on their unit.

All unit owners must submit a printed copy of their current insurance certificate annually in July:

- Only printed copies of your insurance certificate will be accepted via US Mail ***or*** the Clubhouse lockbox.
  CP Management ATTN Martha St. Peter
  11 Court Street
  Exeter, NH 03833
- All submissions must be sent to the attention of Martha St. Peter.
- **Emailed copies will not be accepted.**
- Each certificate of insurance must contain coverage and dates of coverage, we *do not need your policy*.

Failure to provide the requested information in July will result in a fine of $100 on August 1st. Continued non-compliance may result in the levying of a fine of up to $1,000.00 by the Board of Directors and may result in the Board purchasing a policy for the unit and assessing to the Unit the cost for same.

VII. Ownership, Occupancy and Sale of Units

1. When any Unit is to be sold, and before the completion of a Purchase and Sales Agreement, the Owner must submit proof, such as a Xerox copy of a driver's license, to the Board of Directors of the age of the oldest prospective owner.

2. The Unit Owner must also indicate to the Board of Directors that the buyer has received a copy of the Condominium Documents and is aware of the policy on pets stated in these Rules and Regulations.

3. No more than three persons shall reside in any Unit at Sterling Hill.

4. Agreement to abide by Rules and Regulations — See Form Below

THIS SIGNED EXHIBIT MUST BE COMPLETED PRIOR TO THE PURCHASE AND SALES AGREEMENT WHEN ANY UNIT IS SOLD, AND ATTACHED TO ANY LEASE AGREEMENT TO SHOW PROOF THAT PROSPECTIVE BUYERS/RENTERS HAVE READ THE RULES AND REGULATIONS OF STERLING HILL AND WILL ABIDE BY THEM.

PLEASE SIGN AND RETURN THIS FORM TO CPMANAGEMENT

NAME:_____ SIGNATURE:_____

NAME:_____ SIGNATURE:_____

NAME:_____ SIGNATURE: _____

UNIT If: _____

VIII. Move-In/Move-out & Delivery Policy

These procedures have been established to facilitate the movement of household goods into and out of the Sterling Hill Buildings 1-4. All unit owners and tenants must comply with these procedures. Unit owners, who lease their units, are responsible for distributing these procedures to their tenants and to ensure compliance.

Delivery of large household items such as appliances and furniture must following the Move-in / Move-out policy with the exception of the advance notice, deposit and Move-in/Move-out form.

Advance Notice: A Move in/Move out reservation form is required to be filed with the management company FIVE DAYS in advance of all moves.

Moving fee: a $300 refundable Damage Deposit will be deposited with the management company prior to the move. Common areas will be inspected by the Management Company prior to and after the move and will determine what, if any, damages have resulted from the move. The unit owner is responsible for any damage over and above the $300 Damage Deposit. In the Property Manager's sole judgment, all or part of the Damage Deposit will be refunded within thirty (30) days of the move date.

HOURS	Moves must take place between the hours of 7 am and 10 pm.
DOORS	Doors must not be propped open if unattended. Moving items shall not block the doors or elevator area. Always leave a clear path for residents to pass.
ELEVATOR	In no event shall residents be precluded from the use of the elevator for unreasonable periods of time during the move. Management company shall pad elevator walls prior to move. Moving company shall be responsible for placement of Masonite or other protective covering to prevent damage to elevator carpets.
VIOLATIONS	Unauthorized/unscheduled moves shall be assessed a nonrefundable $300 Moving Fee in addition to any damage costs. The Unit Owner is responsible for the unauthorized Moving Fee.

The Unit owner will be responsible for any damage or unreasonable soil caused by a moving company and their employees or any other persons involved in a Move In/Move Out. In the instance of a leased unit, the Unit Owner assumes responsibility for damage or other rules violations caused by the tenant or other occupant.

Moving ANY household items through the building lobbies is strictly prohibited. All moves must be made through the building garage only. Use of a building lobby for moving will result in automatic forfeiture of the Damage Deposit. The cost of damage to lobbies will be in billed in addition to the forfeited Damage Deposit.

Unit Sales: The Damage **Deposit** shall **be collected** from the buyer and the seller at the closing of any unit sale, such collection shall be a condition of closing.

STERLING HILL at EXETER

Move in / Move out (Circle One)

To be returned to CP Management upon Completion

Unit Number:_____ Unit Owner: _____

Date of Notification: _____

Date of Move:_____Time of Move:_____Estimated Duration: _____

Moving Company/Contact: _____

Please provide the following information on the person(s) moving in or out:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email address: _____

Name of Moving Company & phone number: _____

All moves must be made through the building garage only.

Use of a building lobby for moving will result in automatic forfeiture of the Damage Deposit. The cost of any damage to lobby will be in billed in addition to the forfeited Damage Deposit.

Please advise Moving Company that they cannot block cars from entering / exiting the garage

By signing below I acknowledge reading & agreeing to the moving policies of the association:

Signature: _____ Date:_____

For Office Use Only:

Deposit: $_____Date:_____Returned: $_____Date: _____

Condition comments: _____

11 Court Street, Suite 100 / Exeter, NH 03833/ 603-778-6300/ Fax 603-778-6331
service@cpmanagement.com

IX. Renter Lease Policy

In the interest of protecting Association Homeowners and their families, preserving property values and enhancing the quality of life within the community, the association has developed a standard set of rules and procedures addressing the renting/leasing of homes in the community. The following material outlines the rules, requirements, and responsibilities of homeowners wishing to rent or lease property within Sterling Hill.

Association Limits on Rental Units
The Association sets a maximum rental cap of 10 units. This limit is set to help insure that the best mortgage rates are available and to achieve the protections expressed above. The limit intends to prevent community deterioration due to too few owner-occupants residing in the community.

Administration Fee
Owner will pay a $200 administration fee to CPManagement not less than yearly for each rental transaction.

Eviction of Tenants for Repeated Non-Compliance
In the case of repeated, unanswered violations of the governing documents by a tenant, where the association has mailed at least three (3) notices of violations and request for compliance to tenant and owner and tenant and owner has refused or otherwise failed to comply, the owner upon written notice and request from the association, will commence an eviction proceeding against the tenant and prosecute it to completion and eviction of that tenant.

Failure to Follow Procedure
If you plan to lease your unit at Sterling Hill you must follow the procedures outlined here. Owner's failure to follow this procedure will result in an automatic charge to the unit owner's account in the amount of $300.

In writing please provide:

1) Name and address of each person that will be living in the unit along with contact information for same.
2) Vehicle information for all vehicles to be parked at Sterling Hill by Tenants including make, model, and license plate number.
3) Information on any Tenant pets.
4) A copy of the Lease between Unit Owner and Tenant.
5) All Leases must have a beginning date and an expiration date along with a proposed move in date. No tenancy may be for a duration of less than six months pursuant to the By-Laws of the condominium.
6) All Leases must have a copy of the Sterling hill Rules and Regulations as an Exhibit to the Lease. The Exhibit shall contain the attached fully executed Lease Rider stating that the Tenant(s) (all who will reside in the unit) understand and agree to abide by the Sterling Hill Rules and Regulations for the duration of Tenant occupancy.

7) The Move in/out policy and Move in/out form will also accompany the Lease as an Exhibit.
8) Completion of Lease Rider and Crime Free Addendum will also accompany lease as exhibit.

All information required by this procedure must be delivered to the offices of CPManagement, Inc. no less than ten days prior to the effective date of the Lease. If there is to be a Move in and Move out, a refundable deposit in the amount of $300 per move ($600) will be delivered with the Lease.

It is the responsibility of the unit Owner not the Tenant to collect and submit all information.

LEASE RIDER
Sterling Hill at Exeter a Condominium

Date:
Sterling Hill Unit to be Leased #_____

This Lease Rider is attached to and part of a Lease between

_____("Owner") of Sterling Hill Unit # _____

and_____("Tenant) to occupy the above

captioned Unit ("Leased Premises").

1. The Landlord and the Tenant acknowledge and affirm that a copy of the Rules and Regulations and the Move in/Move out policy and Move in/Move out form for Sterling Hill at Exeter a Condominium have been attached to the Lease and that both parties have read and are familiar with said documents.
2. The Tenant understands and agrees to abide by the Rules and Regulations of the Condominium.
3. The Landlord understands and agrees that he/she is responsible for the acts of the Tenant. The Landlord will be responsible for any infraction of said Rules and Regulations. If monetary damages or fines are assessed against the unit due to the infractions of the Tenant, the Landlord will be responsible for such monetary damages or fines.
4. The Tenant understands that the Landlord may be an individual course of legal action against the Tenant for all damages or fines assessed to the Landlord for the acts of the Tenant.

Agreed to by

Tenant Signature: Landlord Signature:

_____ _____

_____ _____

Print Name Print Name

Date: _____ Date: _____

Crime Free Lease Addendum

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

Resident, any members of the resident's household or a guest or other persons affiliated with the resident:

1. Shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. “Drug related criminal activity” means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use an illegal or controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802])
2. Shall not engage in any act intended to facilitate criminal activity
3. Shall not permit the dwelling unit to be used for, or to facilitate criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest
4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of an illegal or controlled substance, at any locations, whether on or near the dwelling unit premises
5. Shall not engage in any illegal activity, including prostitution, criminal street gang activity, and threatening or intimidating as prohibited, assault as prohibited, including but not limited to the unlawful discharge of a weapon, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety, and welfare of the landlord, his agent, or other tenant, or involving imminent or actual serious property damage.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation, and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the lease. Unless otherwise provided by law, proof of violation shall not require a criminal conviction, but shall be by a preponderance of the evidence
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

Signature of Landlord: Date:

_____ _____

Signature of Tenant: Date:

_____ _____

X. Administration

1. Any consent or approval given under these Rules and Regulations may be added to, amended, or revoked at any time by the Board of Directors.

2. Any complaint regarding the management of Sterling Hill or regarding actions of other Owners shall be made in writing to the Board of Directors or their designated agent.

3. All monthly charges shall be paid to the Board of Directors or their designated agent only. The Association and the Board of Directors accept no responsibility for any payment made to unauthorized persons.

4. These Rules and Regulations (including the rules and regulations relating to the Community House and any other areas of Sterling Hill) may, from time to time, be amended, modified, rescinded, or otherwise changed by the Board of Directors, provided, however, an Owner shall not be bound by such amendment, modification, or change until said Owner has notice of such change. For purposes hereof, a notice of such amendment, modification or change conspicuously posted shall be deemed notice to all.

5. The Board of Directors may, from time to time, adopt policies for the enforcement of these Rules and Regulations, including, but not limited to, a schedule of fines for violations of the Rules and Regulations.

XI. Fine Structure for Violations of Rules and Regulations, By-Laws, and Declarations.

- The Board of Directors shall have the right to levy against an Owner appropriate fines as it deems advisable for noncompliance with any of the provisions of the Declaration, the Bylaws or the Rules of the Association.

- 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 any such Appeal. Further, any costs incurred to enforce the provisions of the Declaration, Bylaws and/or Rules may be assessed to the Unit Owner.

XII. Emergency Contact Information Form

Residents should ensure their contact information with CPManagement is kept up to date. When necessary, use the form below to update contact information.

OWNER/TENANT INFORMATION FORM

For emergency purposes it is very important that we have the following information for our records.
If your name is not on the deed you are not the owner and must fill out the tenant section.
Please mail completed form to: CP Management, 11 Court Street, Suite 100, Exeter, NH 03833

Owner Name(s) on Deed: _____
Owner Mailing Address: _____
Unit Address: _____
Phone number(s): Home _____ Mobile: _____
Emergency Contact Person(s):
Name: _____ Phone: _____ Relationship: _____
Name: _____ Phone: _____ Relationship: _____

Snowbird Information:
Date Leaving: _____ Date Returning: _____
Forwarding Address: _____
_____
Phone number(s): Home _____ Mobile: _____

Tenant Information (if unit is rented):
Name: _____
Name: _____
Are Tenants over the age of 55? _____
Phone number(s): Home _____ Mobile: _____
Emergency Contact: _____
Emergency Contact Phone(s): _____

Vehicle Information #1
Name: _____ Unit # _____
Vehicle Make: _____ Model: _____ Year: _____
Color: _____ License Plate #: _____ State: _____

Vehicle Information #2
Name: _____ Unit # _____
Vehicle Make: _____ Model: _____ Year: _____
Color: _____ License Plate #: _____ State: _____

Pet Information:
How many: _____ Kind(s) of pets (cat/dog/bird): _____
Breed(s): _____ Name(s): _____
Dog registered with the town? Yes / No (please provide a copy)
Pet rabies registration? Yes / No (please provide a copy)

XIII. Modifications to Units Requiring Board Approval

1. **Policy on the Installation or Replacement of Hardwood or Laminate Floors at Sterling Hill**

The installation or replacement Hardwood or Laminate Floors at Sterling Hill requires the prior approval of the Board of Directors. Since it is in the interest of the community to make sure all installed flooring at Sterling Hill adheres to an IIC (Impact Insulation Class) rating that blocks noise from being transmitted to the unit/space below.

A floor-ceiling assembly with a low IIC rating will potentially cause distracting noise in the unit below, leading to possible annoyance to residents, therefore the Board of Directors has developed the following requirement for the installation or replacement of all hardwood or laminate flooring in residential units.

The policy/procedure is as follows:

I. Flooring being installed on the 2nd, 3rd or 4th floors must include a separate underlayment with an IIC rating of 55 or above. Flooring being installed on the 1st floor must include a separate underlayment with a IIC rating of 35 or above.
II. Prior to purchase and installation the unit owner will submit a quote from their flooring vendor that includes a description/specification indicating the type of flooring being installed, as well as, the type of underlayment with its IIC rating.
III. Once approved, work can commence during the hours of 8am to 5pm, Monday through Friday. Any exception to these days and hours must be negotiated in advance with the Board of Directors.
IV. The Condominium Unit owner and board representative shall sign the attached acknowledgment/approval form prior to the commencement of any work.

Sterling Hill at Exeter

Installation or Replacement of Hardwood or Laminate Floors
Acknowledgement and Approval Form

I _____ the Owner of Sterling Hill unit # _____ wish to install or replace hardwood or laminate flooring in my unit. Since it is in the interest of the community to make sure all installed flooring at Sterling Hill adheres to an IIC (Impact Insulation Class) rating that blocks noise from being transmitted to the unit/space below, the Board of Directors wishes to strictly regulate the installation pursuant to the policy and procedure found in Section XIII of the Rules and Regulations.

I have attached a vendor quote which indicates the type of flooring and underlayment being installed, including the IIC rating of the separate underlayment.

Agreed,

_____ _____
Unit Owner Signature Date

Approved,

_____ _____
Board Member Signature Date

2. Policy on the Installation of Replacement Windows at Sterling Hill

Pursuant to the Sterling Hill By-Laws and unit boundary descriptions, the repair, maintenance, and replacement of windows in individual units is always the responsibility of the unit owner, however, the installation of replacement windows at Sterling Hill requires the prior approval of the Board of Directors. Since it is in the interest of the community to make sure all replacement windows at Sterling Hill are uniform in appearance and are installed properly, the Board of Directors has developed the following standards and procedures for the replacement of all windows at the property.

The policy/procedure is as follows:

1) The replacement window that shall be used in all cases will be the Harvey "Classic" or Harvey "Tribute". No equivalents or similar windows will be permitted.
2) Approved installation vendors are Diamond Hill or Granite State Glass.
   The Board may approve additional installation contractors in the future.
3) The Unit Owner requiring replacements windows shall call the Installation Contractor and arrange access to the unit for the purpose of evaluating and pricing the window replacement work.
4) Once the unit owner approves the price as submitted by the installation vendor, unit owner submits information / Acknowledgement form to CPManagement, Inc. for approval.
5) Once approved, the Unit Owner will coordinate proposed installation dates with CPManagement to prevent conflicts with other vendors / work being done at Sterling Hill at Exeter.
   Unit Owner is responsible for notifying CPManagement if lifting equipment will be used and coordinating lift access and placement while on site.
6) Payment for installation work shall be made at the sole discretion of the unit owner.
7) The Unit Owner will benefit from all warrantees provided by the window manufacturer. Both the Condominium Association and the Unit owner shall benefit for warrantees provided by the installation vendor.

Sterling Hill at Exeter
Window Replacement Unit Owner Acknowledgement

I _____ the Owner of Sterling Hill unit # _____ wish to have ____ of my windows replaced in my Unit at a total cost of $_____. (Windows & Installation)
The installation of windows must be done properly to maintain the aesthetics of the property and to ensure new windows are installed in a workmanlike fashion. For this reason the Board of Directors wishes to strictly regulate the installation pursuant to the policy and procedure found in Section XII of the Rules and Regulations.

I, the unit owner recognize and acknowledge that despite these procedures, pursuant to the Sterling Hill By-Laws and unit boundary descriptions, the repair, maintenance, and replacement of windows in individual units is always the responsibility of the unit owner. Further, I understand that I will benefit from all warrantees provided by the window manufacturer and both myself and the Condominium Association shall benefit from warrantees provided by the installation vendor.

Agreed,

_____ _____
Unit Owner Signature Date

February 18, 2026

Signatures of the Board:

Board President		Nancy Carroll
Treasurer		John Rogozenski
Clerk		David Martin
Director		John Grueter
Director		David Gowell