

Freedom Pond Cooperative, Inc.
Maintenance and Site Improvement Request
Policy

Maintenance:

Pursuant to the Community Rules, the ROC owns and is responsible to maintain all underground utilities on the lot. Maintenance of trees is also the responsibility of the ROC. If a homeowner is having an issue with a ROC owned utility or a tree, they should contact the Board of Directors.

If a homeowner is experiencing plumbing or electrical problems inside the home the homeowner should contact their own vendor immediately. If that vendor determines that the issue is related to a ROC owned utility then the homeowner should contact the Board of Directors immediately. Unless an emergency, no work is to be done on a ROC utility before authorization is given from the Board of Directors. Failure to obtain authorization could result in direct cost to the homeowner.

Site Improvements:

Site improvements must be approved by the Board of Directors. Before the Board will consider a request the homeowner must have the site reviewed and marked out by Dig Safe. The homeowner is responsible for marking the area under consideration with white paint, posts, or flags prior to his/her contacting Dig Safe. Dig Safe may be contacted at 1-888-DIG-SAFE (1-888-344-7233). Eversource recommends contacting Dig Safe prior to rototilling, or digging a hole for planting shrubs. Failure to do so leaves the homeowner responsible for any damaged utility lines.

It is also the responsibility of the homeowner to obtain the necessary permits for any work to be done. All additions, sheds, fences, decks, etc. must be installed in accordance with the **Community Rules**, local zoning and State of NH statutes.

Submitting Requests:

A written request using the **Maintenance and Site Improvement Request Form** may be submitted at any Board of Directors meeting. You can also send a completed **Form** to:

(mail)
Freedom Pond Cooperative
Attn: Operations
45 Vaillancourt Drive,
New Ipswich, NH 03071

(email)
operations@freedompond.org

Or, deposit the **Form** in the Co-op collection box, located by the mail boxes, and labeled **Site Improvement Forms**.

In addition to a **Maintenance and Site Improvement Form** all requests must include a detailed diagram indicating the location, size, and dimensions of the proposed project.

A Board representative(s) will review the request, walk the location, and check to see if the proposed work will interfere with ROC utilities. The representative(s) will present their findings and make a recommendation to the Board of Directors in time for the next scheduled Board of Directors meeting. All requests for maintenance will be reviewed by the Board of Directors at the next regularly scheduled meeting. The Board of Directors will ensure that all requests receive a written response within 5 days of the board meeting.

A copy of the request, response, and any permits obtained will be placed in the homeowner's file. The homeowner may use the ROC response to obtain a permit from the town. A copy of the permit will be placed in the homeowners file.

Trees:

The Board will have the trees in the park assessed at intervals to see if any of them present an immediate or potential hazard. Hazardous or dead trees are a top priority. The dropping of pinecones, acorns, sap, and twigs is not considered hazardous.

Homeowners shall not maintain trees (other than light trimming and pruning with non-powered hand tools). If the request is urgent, please call 603-400-5263. In an **emergency**, for example a downed tree or branch on a utility line, the **resident must call 911** and take careful note of the instructions provided. A follow up call to the Board at 603-400-5263 would be appreciated.

Homeowners may submit a **Maintenance and Site Improvement Request Form** to the Board to inspect, remove, trim, or replace trees. Although homeowners may submit requests, the Board of Directors is not required to grant permission for all requests. Priority will be given to hazardous trees. The Board of Directors may consult an arborist to render a professional opinion on the health of the tree.

The ROC will bear the cost of trimming or removing unhealthy trees as the budget permits. All other requests may be approved at the cost of the homeowner.

If a homeowner receives approval to trim or remove a tree, the work should be completed by a professional. Should the homeowner wish to perform the work himself he must first sign a waiver of responsibility. In either case the homeowner will provide proof of insurance listing the Cooperative as additional named insured for the work. Proof of insurance **must** be submitted to the Board of Directors before any written approval will be given. Homeowners may not begin requested work until written approval is obtained from the Board of Directors.

This **Maintenance Request and Site Improvement Policy** was approved and adopted by the Board of Directors on June 12, 2017. This revision was adopted September 18, 2017. The foregoing is a true and accurate account, attested by,



Diane Veprauskas, Recording Secretary