



MALLARD COVE CONDOMINIUM ASSOCIATION

674 ELM STREET LACONIA, NH 03246

WELCOME TO MALLARD COVE . . .

Updated 5/5/2019

While you are renting one of the units in our development, we are happy to have you join our friendly waterfront community of 30 units (18 single family homes and six duplex units). You now share with your neighbors 988' of beautiful waterfront property on Lake Opechee, two private sandy beaches and a tennis court. For golfers, the Laconia County Club, located across the street, offers an 18-hole championship golf course. For skiers, Gunstock Mountain is only a 15-minute drive.

List of residents / board members

A list of current homeowners and residents, along with contact information, is enclosed.

2023-2024 Board of Directors:

Lisa Delampan	President	(603)848-0934
Mel Eaton	Vice President	(781)354-3870
Heidi Ferre',	Treasurer	(603) 527-9080
Diane Redus,	Secretary	(781) 354-3874
Jay Lavoie,	Maintenance	(603)231-8668

Management

Our Association is self-managed. Our Board of Directors consists of five homeowners, who are elected to staggered two-year terms at our annual homeowners' meeting held in July. Each year, either two or three Directors are elected to replace the outgoing members. Special meetings may be called during the year if necessary.

The Board meets throughout the year. Homeowners are notified when a meeting has been scheduled. Homeowners and residents can submit in writing any concerns or requests. Also, we welcome volunteers who can offer their services to meet a variety of Association needs. The best way to get to know your neighbors is to get involved.

Condominium documents

Our Association must operate within the laws of the State of New Hampshire for condominium developments (RSA 356-B), and must adhere to local City of Laconia ordinances. A CD containing our current condominium documents is available for your reference Also available is a printout

from our condo documents of our current “Residency Regulations” which apply to all residents, both homeowners and those renting/leasing units in Mallard Cove.

Mail house

Each home has a keyed mailbox at the mail house, located at the entrance to the development. There is also a box slot for outgoing mail and another for mail intended for the Association and/or for individual Board members. The mailbox keys and locks are the owners’ responsibility and the Association does not have duplicate keys. However, if there is an issue with your key or lock, please contact a Board member for assistance.

Trash pickup / barrels

Since Mallard Cove is private property, the Association contracts with a private company for trash removal. Trash is picked up weekly on Monday. This includes pickup on some holidays falling on Mondays; however, holiday pickup is delayed one day for major holidays occurring on a Monday.

All trash must be put out in covered containers. Trash must not be left out in a plastic bag because birds and animals will tear the bag open. Our contractor will not pick up leaves, weeds, brush, and building materials. Trash barrels must be kept out of sight when not in use. Trash barrels not properly stored within 24 hours of the pickup will be placed in the mail house for resident retrieval.

Smoke / heat detectors

Every home is equipped with both smoke and heat detectors and external strobe lights. The entire system is tested annually by our alarm system contractor and a report is filed with the City of Laconia Fire Department. Our local Fire Department provides 24-hour monitoring of the heat detectors only. The owner of your unit is responsible for assuring that the unit’s smoke detectors are in good working order. Please advise the homeowner if your detector is not functioning properly. For your safety, please take a few minutes to read the “Information Sheet: Smoke & Heat Detectors,” which contains more complete and important information.

At the same time of this annual inspection, representatives from Mallard Cove also inspect each unit’s dryer vent, hot water heater, and washing machine hoses to determine if they should be cleaned or replaced.

Cold temperature monitoring system

An outside company provides 24/7 monitoring of our development-wide cold temperature monitoring system. If you are away during cold weather months, your thermostat should be set no lower than 58 degrees. Should the temperature in your home drop below 40 degrees, the monitoring company will contact a member of the Board. The Board will contact the homeowner, another backup person as designated by the homeowner, or Eastern Propane in an emergency situation.

Keys to your unit

The Board and Fire Department must have access to your home in an emergency situation. The unit owner is responsible for making sure the Board has two working keys (one available only to Board Members, the other only to the Fire Department). These keys are secured and no one will enter your home without your prior knowledge and consent, except in the event of an emergency.

Home Protection Checklist

Please take time to read the "Home Protection Checklist." There are a number of important required or suggested safeguards included. One in particular concerns shutting off the main water valve from the City of Laconia Water Department any time you will be away from your home for three days or more. We also encourage every resident to shut off the water to his/her washing machine whenever it is not in use. An annual cleaning/inspection of your furnace may be required by our insurance carrier; the Board will notify homeowners if this becomes necessary. Otherwise, it can be done at the discretion of individual homeowners.

Insurance

Mallard Cove Condominium Association maintains a master policy on the structures in the development. As a renter/lessee, you may want to consider purchasing a renter's policy to cover your personal property.

Lawn service / snow plowing

The Association contracts with a commercial property service for lawn mowing, for spring and fall cleanups, pruning of shrubs/small trees, snow plowing and clearing snow from walks and steps. Any concerns with this service should be directed to a Board member and not to the contractor.

We ask residents to report ice dams on their homes or on neighbors' homes to a Board member so that we can have them removed before they cause damage.

Propane

The Association contracts with Eastern Propane to supply the development's propane needs. Gas usage is metered and is billed to each individual unit by Eastern Propane.

Satellite dishes

According to FCC regulations, Associations cannot deny homeowners the right to install satellite dishes on their homes as long as the dish is less than one meter (39.37"). Associations can require that they be placed where they are not as visible from the street, as long as it does not prevent reception of an acceptable quality or impose unreasonable expense or delay on the homeowner. If you wish to contract for a satellite dish, please first contact the owner of your unit. Prior to

contracting for this service, a homeowner must fill out an application with the Board, which must approve the request prior to installation.

Pest control

The Association contracts annually for pest control services for areas outside and around our homes. If you have any problem areas inside your home, please notify the owner of your unit. If service is required inside your home, it will be done at the homeowner's expense.

Firewood

Firewood should not be stored in basements, garages, under decks or anywhere near the home. Our pest control service has advised us in the past that this can create problems with termites. It also presents a fire hazard

Pets

When on our property, animals must be on a leash at all times. Please respect your neighbors and use a pooper scooper. Cats should not be allowed to run free. Please let your guests know of these rules as well.

Bird feeders

The City of Laconia requests that residents do not put out bird feeders between April 1 and December 1 as they attract bears.

Beaches

Our two beaches are reserved for use by residents and their guests. There are no lifeguards on duty. Animals are not permitted in the beach areas from May 1 through September 30. There are no trash containers on the beach – please take any trash (including cigarette butts) with you when you leave. Glass containers are not allowed. Remember to take personal items with you; the Association is not responsible for items left on the beach. Please follow beach rules posted at each beach.

Boat Racks

Racks are provided at each beach for storage of boats, canoes, kayaks, etc. It is requested that all boats, canoes, kayaks, etc. be stored on the racks and identified by affixing the unit number. Numbers (basically the same as the vinyl numbers used for boat registrations) are available from the BOD.

Moorings

Currently the State of New Hampshire does not regulate moorings on Lake Opechee. However, it is requested that the homeowner notify the Board before any moorings are placed. Moorings should be set in such a manner that an appropriate distance is maintained between the owner's

mooring and other moorings as well as from Association beaches, docks, rafts and swim areas. It is further requested that homeowners identify their moorings in the same manner similar to boats stored on racks (see above).

Speed limit

The posted speed limit is 15 mph throughout Mallard Cove.

Other restrictions

No commercial vehicles, trailers, boats, or campers may be parked overnight without prior approval from the Board.

* * * * * Information

Referenced:

- Current list of homeowners/residents
- Mallard Cove condominium documents (CD version)
- Residency Regulations
- Information Sheet: Smoke & Heat Detectors
- Home Protection Checklist

* * * * *

The following list of telephone numbers is compiled as a convenience to residents. For your safety, it is strongly recommended that you periodically verify the emergency telephone numbers. These numbers may be subject to change and we cannot guarantee their accuracy.

EMERGENCY TELEPHONE NUMBERS:

Laconia Fire Department	911	524-6881
Laconia Police Department	911	524-5257
Ambulance / EMS	911	524-6881
Lakes Region General Hospital		524-3211
Laconia Clinic		524-5151
NH State Police	800/525-5555	

OTHER TELEPHONE NUMBERS:

Eastern Propane	783-5955
-----------------	----------

	800/479-4840
Eversource (Electric Service)	800/662-7764
Laconia City Hall/Town Clerk	527-1265
Laconia Water Department	524-0901
Laconia Library	524-4775
Post Office (Lakeport)	524-5508
Post Office (Laconia)	524-6271