

WHITEGATE CONDOMINIUM ASSOCIATION

New Owner Welcome Packet

Enclosed in this Welcome Packet:

Welcome Letter

Officers and Directors

Census Form (Required) – to be completed and returned to the Whitegate mailbox. User ID and Password to the Whitegatecondo.com website will be assigned after the census is received.

Communication Form for the Board – all communication regarding Whitegate should be in writing and placed in the Whitegate mailbox located in the lobby of building A or D.

Information for Owners

Please Keep in Mind:

Association dues are due on the first of each month and made payable to: Whitegate Condo Assoc. If submitted after the fifth of the month there is a \$25.00 late fee.

Payment by check shall be placed inside the Whitegate mailboxes located in the lobby of building A and D.

Automatic payments can be arranged through your bank and made payable to: Whitegate Condo Assoc, and mailed to: 33 Spit Brook Road, Attention: Treasurer, Nashua, NH 03060

Please review and become familiar with the By-Laws, Rules and Regulations for the Association. Everyone should have received a binder with this information at the time of purchase. This information is available on the Whitegatecondo.com website with assigned Username and Password. If you do not have these documents, please contact the Board for a copy at a \$25.00 processing fee. Whitegate is not responsible for an owner not being aware of the By-Laws, Rules and Regulations.

WHITEGATE CONDOMINIUM ASSOCIATION

33 - 39 Spit Brook Road, Nashua, NH, 03060

Hillsborough County

Hello New Community Member,

We would like to welcome you to Whitegate and hope you enjoy your residence here and the facilities available to you.

For your information we are enclosing contact information for Whitegate's Board of Directors.

We are enclosing a Census Form. Please complete the form and place in the Whitegate mailbox which is alongside the mailboxes in the lobby of building A or D.

Username and Password will be assigned for greater access to the Whitegate website after this census form is received.

We also use your name and (cell)phone number in order for the security intercom roster and remote access to the security door for building A and D.

When your (cell)phone rings and you have identified the visitor in the lobby, you then press the number **9** on the phone which will allow the security door lock to be released.

If you have any questions or concerns, the previous owner of your unit or your real estate agent will be able to provide you with the contact info of a Board Member.

Sincerely,

Board of Directors

2024 – 2025

Occupants Information:

Household Main Point of Contact:

Name: _____

Email: _____

Cell Phone: _____

List all occupants:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

In case of emergency do any occupants need ambulatory/wheelchair assistance? **YES NO**

Oxygen Use? **YES - NO** Limited Mobility? **YES - NO**

Does the unit have a medical/assistance service visiting the unit on a routine basis? **YES NO**

Occupant's Emergency Contacts:

Please put a **K** next to the name/s of the person/s who has a key to your unit.

Name: _____ Cell: _____

Name: _____ Cell: _____

Cat: **YES NO** (No Dogs Allowed) # of Bicycles Stored in Garage Common Area: _____

Water heater install date (month/year): _____

*All hot water tank replacements require a permit to be pulled by contractor from the City of Nashua.

Main Water Shut-Off Valve Type: _____ Knob: _____



Lever: _____



Vehicle Information:

Year _____ Make/Model _____ Color _____ Plate # _____

Year _____ Make/Model _____ Color _____ Plate # _____

Condo Unit Insurance Policy Carrier: _____

Unit Owner Info(if not owner occupied):

Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Owner's Signature: _____ Date: _____

ATTENTION
Board of Whitegate

If you have an issue/concern which requires the Board's review and response, please complete this form and drop in one of the mailboxes in building A or D.

The Board will review at its next Board meeting. Response will be included in the Board's meeting minutes.

- Owner Name and Unit #:

- Question(s) and/or Concern(s):

- What is your solution or "fix to this issue? _____

- Approximate cost to Whitegate Owners? _____
- Please note additional information on the back of this paper.

Miscellaneous Information for Owners

- 1) Security door intercom needs resident's phone number to activate the door lock.
 - a) Guest rings the unit ## on the security door intercom.
 - b) Owner answers their phone and identifies the caller.
 - c) The resident will press **9** on their phone, to unlock the door and allow the guest entry into the building.
 - d) *Do not* allow entry for anyone you do not know.
- 2) If a technician such as Comcast is scheduled for service to your unit, notify a Board member to unlock the Maintenance Room.
 - a) Please allow at least a business day's notice before service is scheduled.
- 3) Pool gates must be locked upon exiting. Minors must be supervised. No glass containers are allowed. The cabana and pool toys should be left in an orderly manner.
- 4) If you need additional Security Door keys contact the Treasurer.
 - a) Building key \$25.00 – Pool key \$5.00 – Payable upon receipt
- 5) Do not monopolize garage shopping carts in your unit.
- 6) Please do not place the elevator on 'Hold'. This is very inconvenient for a neighbor waiting to access the elevator.
- 7) Should you accidentally get locked out of your unit, entrust an extra key with a neighbor.
- 8) Should you become stuck in the elevator, follow the instructions inside the elevator.
- 9) Call **911** in case of an emergency, give them your location.
- 10) Smoking is **not allowed** in any common area. (garage, corridors, stairwells, or entryways)
- 11) Abide by Whitegate Rules and Regulations available on Whitegatecondo.com.
- 12) Association fees are due the 1st of the month.
 - a) There is a \$25.00 late fee if submitted after the 5th of the month.
- 13) Household trash pick-up is on Tuesday. NO construction materials allowed. Recycled trash pick-up is on Friday. NO plastic grocery/trash bags or pizza boxes. Nashua Transfer Station will issue permits to Nashua residents with identification.
- 14) Do you have a question??? - Ask a Director.

ELECTRICAL SAFETY IN THE HOME

Recently there was a fire in Lowell MA that claimed the lives of two men. This fire was started because of an overloaded power strip. In light of this tragedy, it is important to remind us to treat electricity with respect and routinely follow safety precautions.

A list of the precaution follows:

1. Do not overload circuits with too many electric appliances, lamps, computers, printers, TVs, etc.
2. Examine all appliance cords regularly and immediately replace worn old, dried or damaged cords.
3. Use electrical extension cords wisely:
 - a. Do not overload them
 - b. Never run electrical cords under rugs
 - c. Place them so they do not present a tripping hazard.
4. Keep electrical appliances away from wet floors and counters. Pay special attention to appliances in the kitchen or bathroom.
5. When buying electrical appliances look for products that have the Underwriters Laboratory (UL) tag. This tag indicates the product meets UL standards and it is safe, if used properly.
6. Keep clothes, curtains and other potentially flammable items at least three (3) feet from all heaters.
7. If an appliance has a three (3) prong plug, do not force it to fit into a two (2) slot extension cord or outlet.

Remember, safety is everyone's responsibility.

Make sure your neighbors here at Whitegate can rely on you to do your part.

From your Board of Directors

ATTENTION ATTENTION ATTENTION

Plumbers have advised

the Whitegate Board of Directors
that *all units* must have a lever installed
on their main water shut-off valve.

Each individual unit owner's water supply pipe
is located in the closet where the HVAC unit is located.

If you have a knob valve



shut-off,

It must be changed to a lever type



shut-off valve

and installed by a **professional, licensed plumber.**

(Replacement cost is the responsibility of unit owners.)

Thank you,

Board of Directors