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## **Bellamy River Village Condominium Association Welcome Packet**

Adopted by the Bellamy River Village Board of Directors August 27, 2001

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**Board of Directors**

Kathy Strevel – President  
45 Clearwater Drive  
(603) 749-4995 home  
E-mail: [kstrevel@comcast.net](mailto:kstrevel@comcast.net)

Term: expires 11/10

Ron Bell – Secretary  
49 Clearwater Drive  
(603) 343-1517 home  
E-mail: [captronbell@yahoo.com](mailto:captronbell@yahoo.com)

Term: expires 11/10

Terry Riviezzo – Treasurer  
20 Deborah Lane  
(603) 343-1080 home  
E-mail: [terry.riviezzo@comcast.net](mailto:terry.riviezzo@comcast.net)

Term: expires 11/10

Jean Shula - Director  
55 Clearwater Drive  
(603) 740-0036 home  
E-mail: [jeanshu@comcast.net](mailto:jeanshu@comcast.net)

Term: expires 11/10

Pattie Metropolis - Director  
65 Clearwater Drive  
(978) 337-2955 home/cell  
Email: [pmmetropolis@hotmail.com](mailto:pmmetropolis@hotmail.com)

Term: expires 11/10

The Board of Directors manages the affairs and business for the BRV Condominium Association. It is responsible for preparing an annual budget; making assessments against homeowners to defray the common expenses of the Association; providing for the operation, repair, replacement, and maintenance of all common and limited common areas; and making and amending rules and regulations concerning the operation, use, and enjoyment of BRV property. The Board of Directors employs a managing agent to perform duties and services as authorized by the Board.

The current managing agent is:

**CPManagement, Inc.**  
11 Court Street, Suite 100  
Exeter, NH 03833

June Little, Property Manager  
Phone: (603) 778-6300  
Fax: (603) 778-6331  
E-mail: [junel@cpmanagement.com](mailto:junel@cpmanagement.com)

### **Annual Meeting**

BRV holds its annual meeting in November. A 21-day notice is given as to the date, meeting place and agenda. Homeowner agenda items must be received by the Property Management Company prior to the issuance of the 21-day notice of the meeting date.

### **Budget**

The Board of Directors prepares and approves the budget annually. It is distributed for review prior to the annual meeting where it is discussed. The results of the annual budget determine the Association dues for the following year.

### **City of Dover**

The city of Dover has an excellent Web Site: [www.ci.dover.nh.us](http://www.ci.dover.nh.us)

Bellamy River Village is in Ward 3. Directions to the voting location can be found by accessing the Dover web site.

Our Ward 3 City Councilor is David Scott. You can reach him by e-mail at the following address: [d.scott@ci.dover.nh.us](mailto:d.scott@ci.dover.nh.us) or 220 Back Rd. (603) 750-5007.

### **Communications Officer**

The Board of Directors may appoint a Communications Officer. The Communications Officer may produce periodic newsletters or other communication products as directed by the Board.

### **Committees**

The Board of Directors assigns committees as needed. General rules for committees are as follows:

1. The committee chair will be the liaison with the BRV Board of Directors. This person should be available to attend meetings of the Board, as invited, and a member of the Board of Directors will be available to attend committee meetings. The Chair is responsible for meeting notes, copies of which must be forwarded to the Board of Directors.
2. All members should be sincerely interested in serving on a committee and should be willing to interact with homeowners, as necessary.
3. The committee should enlist the support of homeowners for any special projects that are approved by the Board of Directors.
4. The committee should establish reasonable goals and then establish milestones for accomplishing the goals. (Goals that involve financial commitment will be established by the committee in cooperation with the Board of Directors and approved by a vote of the homeowners.)
5. Any correspondence generated by the committee must be reviewed by and copied to the Board of Directors.
6. The committee must work within budget limits as established by the Board of Directors.

### Contractor

David R. Whitcher Builders, Inc.  
Route 202A  
P.O. Box 69  
Strafford, NH 03884

Contact: Mike Whitcher at 603-664-5577

### Developers

Bellamy River Village, LLC was the development company for this project. The members of the LLC are Jose Salema, Howard Patten, and Stephen Hallett.

### Dues Payment

**All dues and assessments for common expenses are due and payable by check or money order on the first day of each month.** Condominium fees received after the 15<sup>th</sup> of the month shall be considered late and subject to a late fee in the amount of \$25.00 per month.

Dues for the calendar year 2010 are \$338 per month. You will receive monthly invoices/statements from CPManagement (unless you request otherwise), and all condominium fees should be mailed to the following address:

Bellamy River Village Condominium Association  
c/o CPManagement, Inc.  
11 Court Street, Suite 100  
Exeter, NH 03833

### Fuel Provider

Propane service D.F. Richard Company, Dover, NH

Contact: Rick Card at 603-516-6555 to discuss any questions or problems that may arise.

### Insurance

Hanover Insurance provides common area coverage. Our insurance agent is David Hampson of Avery Insurance in Portsmouth. David can be reached at 603-766-3733. **Please contact CPManagement or a member of the Board of Directors with any insurance questions you may have regarding Association coverage.** Homeowners are individually responsible for contents insurance, and it is recommended that those living in the Clearwater phase get flood insurance for their contents as well.

### Boats and Mooring requirements

Bellamy River Village Association has 25 mooring spaces approved by the NH State Port Authority. The state requires a copy of a boat registration with assigned numbers before the Harbor Master will issue a mooring permit. There is an annual fee for the permit. Contact the Board for available spots and requirements for mooring anchor, buoy, chain etc.

### **Lights and Other Maintenance Items**

The management company maintains common area lights. If a light goes out, or if any other maintenance issue arises (tree down, gutters, etc.), please notify the Maintenance Coordinator at CPManagement at [service@cpmanagement.com](mailto:service@cpmanagement.com).

### **Management Company**

CP Management, Inc.

11 Court Street, Suite 100

Exeter, NH 03833

Phone: 603-778-6300

Toll Free: 800-639-4078

Fax: 603-778-6331

BRV's primary contacts at CPManagement are listed below and can be reached at 603-778-6300.

Operations: June Little ([junel@cpmanagement.com](mailto:junel@cpmanagement.com))

Account billing: Katherine Bleich ([kbleich@cpmanagement.com](mailto:kbleich@cpmanagement.com))

Maintenance Coordinator: Ann Stone ([service@cpmanagement.com](mailto:service@cpmanagement.com))

June's daily responsibilities are to manage Bellamy River Village Condominium Association according to our rules and regulations.

**Emergency contact** is made through CP Management's 24-hour answering service at (603) 778-6300. When placing a call, please let the person answering the phone know that you are calling from Bellamy River Village and the nature of the emergency.

### **Snow Removal**

The current snow removal contractor is Labrie Associates. Any questions or comments regarding snow removal should be directed to CPManagement. During a daytime snow storm, the contractor will clean out the visitor spaces first, then will knock on doors for people that have cars in their driveways asking them to move the vehicles to visitor spots so they can clean the driveways. Once the driveways are cleaned, homeowners can move their cars back into their driveways. For nighttime storms, the contractor will clean around cars in driveways as best they can, with a more thorough clean-up later once cars have been moved.

If a homeowner is away, and there is a car in the driveway, it is mandatory that a key be left with a neighbor to move vehicles blocking snow removal.

### **Trash Removal and Recycling**

John Davis picks up trash every Thursday at your curbside. Please put your trash out before 7:00 AM on Thursdays, but not the night before. If Thursday is a holiday, trash will be picked up the following day. All trash should be in a covered container, including newspapers and cardboard cartons that you are not recycling. Do not use city of Dover green trash bags for this pick up. John will pick up Christmas trees for a nominal fee to be paid by the homeowner. This must be pre-arranged.

The city of Dover promotes recycling. Recycling within BRV is for bottles, cans, and paper, which must be deposited in durable plastic containers, which you can provide on your own, or purchase from the city. Details are listed on the city's web site. Recycling for BRV Condominium Association occurs on Thursdays. Recycling containers must be placed on the circles at Deborah Lane and Clearwater Drive. There is no curbside pickup for recycling.

If you are new to the area we have included some local businesses and town facilities that you may want to use. The local businesses are simply referrals from your neighbors and are not in anyway promoted by CP Management.

**City of Dover**

**Tax Collector** – payment of taxes, late penalties, tax liens and redemption, motor vehicle renewals (603) 516-6019

**Tax Assessment** – assessed value, exemptions and credits, address corrections, tax abatement filings, tax deferral for elderly and disabled (603) 516-6014

**Water/Sewer Billing** – actual or estimated meter readings, water/sewer abatement filings, termination of service (603) 516-6028

**Electric** – Public Service of NH (PSNH) – (800) 662-7764

For copies of the Rules and Regulations, Bylaws, Site Plans, Floor Plans, Insurance Information, etc., please visit CPManagement's website at [www.cpmmanagement.com](http://www.cpmmanagement.com). Financial information is password protected, but other information is public.

## Service Directory

### Appliance Repair

Strafford Appliance Co – (603) 742-2105  
Sears – (800) 949-7192

### Carpet Cleaners

Aladdin – (603) 431-5339

### Carpenters

Jeffrey H. Rowe – (603) 749-5239  
Hadden Fine Carpentry – (603) 664-6700  
HF Hammond – (603) 742-8606  
Johnson's Carpentry – (603) 834-2032

### Cleaning Services

Squee-G-Clean, LLC- Dan Rinard – (603) 438-6295  
Donna Peloquin – (603) 755-3831  
Merry Maids - (603) 427-0777  
Serv-Pro - (603) 433-4300

### Clock Repair

Taylor River Clock Works, LLC  
Robert McLaughlin, Sr. – (603) 772-2633

### Electricians

Mike Regan - (603) 436-9015  
C. Kalway Electric – (603) 742-5365  
Holway Electric – Jim Holway – (603) 944-0069

### Florists

Sweet Meadows – (603) 742-1165  
Garrison Hill Florist – (603) 742-2060

### Flooring/Tile Work –

Hogan Flooring - (603) 740-0086

### Furniture Repair – Leather, Upholstery and Wood Services

Bowen's Furniture Enhancement – (603) 749-4007

### Handyman

Don Philbrick (603) 964-6031  
Rob Cook (603) 778-0749

**Irrigation** – personal lawn irrigation systems

Aqua Tech Irrigation – (603) 785-7859

Pipeline Irrigation – (603) 902-2353

**Painters**

Keith Schmidt – (603) 659-7293

Tricia Lynch – (603) 749-3307

**Plumbers**

CPH Mechanical – (603) 436-7503

Martel Plumbing – (603) 742-4141

Hart Plumbing - (603) 431-8688

**Screen Repair**

Interstate Glass – (603) 742-0600

Window/Door Screen Repair – (603) 205-0712

## Helpful Hints

### Energy Saving Tips

Have furnace cleaned each year or every other year. Clean furnace filter regularly.

Check air conditioning/compressor every other year.

Check hot water heater every other year. **\*After 7 yrs.** think about replacement.

### In the Spring

Shut off pilot light in fireplace during spring, summer and fall seasons. This saves on the pilot light propane cost. When it's time to re-light in the fall you may have to bleed it a bit to get it to re-light.

### In the Fall

Leave the screen doors OPEN at the sliders for winter months. Doors can freeze shut causing a possible fire hazard as well as a nuisance to accessing either your deck or patio.

Cover outside air conditioner condensing unit with a fitted cover.

Shut off outside spigot from the inside (if possible) and cover spigot with an insulated cover for winter. Covers can be purchased at Home Depot or Lowe's.

Insulate your hot water heater pipes to prevent heat loss. Set water heater at 120 degrees.

Insulate attic opening to avoid heat loss from attic area. An Attic Tent can be purchased from [www.blackenergy.com](http://www.blackenergy.com) for about \$125. Home Depot also has a pink insulated cover for \$75 that fits snugly over the opening.

Check electrical outlets for drafts. Purchase draft covers at Home Depot to stop flow of air from within walls.

\*Clearwater Drive residents: Close air conditioning vents at end of season.

Clean out dryer vents periodically. If tubing becomes too clogged, it's time for replacement. It will provide you with better efficiency and can prevent a fire.

Remember to check your smoke detectors each time you change clocks for daylight savings.