

**COLD SPRING PROPERTIES TOWNHOUSE ASSOCIATION**  
**Rules and Regulations** (rev. 4-14-10; 8-14-14; 9-15-20)

In accordance with Association Bylaws, the Cold Spring Properties Townhouse Association Board of Directors has adopted the following rules and regulations for all members, renters, exchangers, and guests who use any unit or facility at Cold Spring Resort in Ashland, NH. They are designed for the safety and enjoyment of all who stay at Cold Spring Resort. The Board is authorized under its covenants and bylaws to adopt and enforce reasonable rules as are suitable and necessary to promote the efficient management of the Resort and regulation of the owners' Association.

The Resort's amenities are for the exclusive use of owners and guests staying at the Resort during their unit interval week. Unit use is limited to the appropriate number of maximum guests allowed to stay in each of the differing-sized units (townhouse, duplex, lodge - see #3 below).

Owners and immediate family members only (spouse and children) are allowed the privilege of using the amenities at times other than their unit interval week's stay at the discretion of the Board of Directors/ General Manager depending on numbers of guests at the Resort, time of year, facility availability and other conditions which may preclude their use by those not staying on site.

**Loss of Privileges** - The Association, acting through the Board of Directors/General Manager, may revoke the privilege of the use of amenities by any owner or guest if they inhibit the proper enjoyment of those amenities by other owners due to their behavior or failure to follow these rules and regulations or follow appropriate directives by supervisory personnel. This shall include, but not be limited to, the lighting and/or discharge of fireworks of any type which is prohibited at all times on Association property as fire safety and loud noise prevention issues, as well as other items mentioned below.

**Responsibility** – Every person who comes onto the Resort property or uses the Resort facilities shall be responsible for conforming their conduct to these rules and regulations. In addition, every owner shall be responsible for the compliance with these rules by each of that owner's guests, invitees or tenants, whether they are present or not. Each parent who uses these facilities shall be responsible for compliance with these rules by their children. Every renter or exchange guest shall be responsible for compliance with these rules by that person's guests, invitees, family or tenants. Any use of alcohol must comply with New Hampshire state law. Use of illegal drugs is not permitted anywhere on the property.

Every person who is responsible for compliance with these rules may be subject to monetary charges which may be assessed and recovered by the Association by an appropriate debit or credit to that person's credit card on file with the Association, or may be charged to an owner with the next regular operating (maintenance) fee billing. Each person who is responsible for monetary charges arising from a breach of these rules shall, in addition, be responsible to pay to the Association the costs incurred by the Association in recovering those monetary charges including all costs of litigation and reasonable attorney's fees.

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*All persons, including but not limited to owners, renters, exchangers and guests, have the right to use the amenities of Cold Spring Resort according to the following rules and regulations:*

1. **Registration** – Everyone must check-in and complete a registration form with accurate information about who is staying in each unit. License plate numbers for autos must also be listed on the form.
2. **Unit usage** – Each unit and all common furnishings must be kept in good condition and repair. Laundry or similar items may not be displayed in public view. No one may create or permit to exist any public nuisance in any unit. The unit must be vacated promptly at the end of the interval week and left in good and sanitary condition. Lights must be turned off, thermostats set back to 55 degrees in the winter, air conditioners turned off and remote control units returned, and doors, deck sliders and windows locked. Kitchen areas must be clean and all glasses, dishes, pots and pans and similar items cleaned and put away. Trash must be placed in outside dumpsters located in the parking areas.
3. **Occupancy limits** – A maximum of eight (8) people are allowed to stay in the townhouse units, six (6) people in the duplex units, and five (5) persons in the lodge units.
4. **Special charges** – Long-distance telephone charges must be paid when checking out. Extra cleaning time needed by the housekeeping staff to clean a dirty unit will be billed to the owner of record. Lost key

replacement, failure to remove trash from the unit at checkout and repair to damaged property due to intentional or negligent acts by the owner or his designee will be billed to the owner. Such charges will be the actual cost for same plus a service fee based on the damage done as determined by the Board of Directors and/or the General Manager.

Guests departing their unit after the 10 a.m. check-out time hinder the housekeeping staff from performing their cleaning duties and will be charged \$15 per hour, beginning at 10:01 a.m., for each and every subsequent hour they remain in the unit after the 10 a.m. departure time, unless an extension has been arranged with the Manager or her designee prior to departure.

5. **Pets** – No animals are allowed in and around the units, unless officially designated as service animals for disabled guests (see #15 below). Guests will be subject to a \$50 daily fine/cleaning fee for violating this rule, and pets must be removed immediately.

6. **Rental use of units** – Rental of units by the owners does not excuse the owner of record from adherence to these rules and regulations by any guest/assignee/lessee. Damage deposits of an amount determined by the Board of Directors and/or General Manager will be required from anyone using a unit, and the return of same at check-out will be done after the unit has been inspected for adherence to these rules and regulations.

7. **NO SMOKING** – A smoking ban, approved by the owners at the 2004 Annual Meeting, **BANS SMOKING in all Cold Spring Resort units and the fenced-in outside pool area at the Recreation/Administration building.** Compliance is mandatory for all owner-members, renters and exchangers staying in any unit at the Resort. A \$250 fine/cleaning fee will be charged to guests smoking in the unit. Be aware that the smoking smell leaves the unit unfit for non-smoker occupants who may be staying in the unit after you leave. Be considerate of all others who stay at the Resort, especially non-smokers. If you smoke outside, please use the disposal bins and fully extinguish all smoking materials. (NEW) Smokers are asked to use the unit's box fan (in closet) to redirect any second-hand smoke going toward an adjoining unit (upper, lower or side) which may cause problems for the unit's occupants.

8. **Parking** – No more than two (2) cars per interval unit may be parked in the designated parking area for that building. Guests' cars, trailers or heavy trucks must be parked in the clubhouse parking lot or elsewhere. License plate numbers must be placed on file at registration check-in. Cars blocking other vehicles, entry ways or fire lanes will be towed at the owner's expense.

9. **Septic system** – Special biodegradable toilet paper is provided for your use in all units. Do not flush plastics, sanitary pads, Kleenex tissue or similar items which may clog the septic system.

10. **Lost items** – Items recovered in the units by the housekeeping staff will be bagged, identified and kept in Lost and Found for one month. Owners will be contacted by e-mail or USPS mail and asked to arrange for the item's return. There will be an office processing fee, determined by the General Manager or designee, plus postage charged for the return of items.

11. **Cooking grills** – Barbecue grills of any type which require charcoal or similar combustible material and flammable starter fluid may not be used at any time. Electric or propane grills using non-disposable briquettes or lava rocks are permitted as long as the smoke is not a nuisance to neighboring units.

12. **Fireplace use** – Firewood may not be used in the fireplaces since flying embers and sparks have damaged the carpet and caused burn marks. Any breach of this rule will result in a charge to the owner for actual repair costs or carpet replacement. Artificial, petroleum-based firelogs, which are available for sale in the front office, may be used as long as only one is used at a time, per package directions. Make sure the damper is open before lighting the firelog, do not poke it while it is lit, do not place paper or other items on top of the firelog when lit, and close the damper (to save on heating costs) when the fire is completely out and the ashes are cool to the touch. Never leave a fire unattended. Do not use the fireplace for cooking.

13. **WiFi / computer work stations / telephone charges** – WiFi coverage is provided free of charge throughout the resort in all units. Log on to the Cold Spring Resort website and sign on to activate WiFi from there. Also, two (2) computer workstations are available for guests' use in the Administration/ Recreation building. Please check in first at the reception desk before using the stations. The Board of Directors has also removed all charges for local phone service, but that is subject to change in the future. Long distance charges must be paid at checkout.

14. **Pool rules** – There is no lifeguard on duty in the pool area and **all owners and guests must follow posted rules and use the pool area at their own risk.** Those using the pool must sign in at the front desk before swimming. State law requires that no one under 14 be allowed in the pool unless accompanied by an adult (anyone 18 and over). Facilities in the pool-recreation area are used at the individual's own risk.

- \* Anyone using the pool must shower prior to swimming.
- \* There is no jumping or diving in shallow areas as well as splashing others or screaming.
- \* No running or horseplay is allowed and proper language and behavior is required at all times.
- \* No water toys, floats or tubes are allowed in the pool.
- \* No alcoholic beverages and glasses are allowed in the pool area.
- \* No infants with diapers may use the pool unless the child is wearing swimmer pants.
- \* No more than 6 people, each one at least 14 years old, may use the whirlpool at any one time.
- \* Do not leave clothes in the pool area; put them in the lockers provided in the changing rooms.
- \* Lounge chairs may not be reserved and are for everyone's use.
- \* Towels will only be provided for guests (owners, renters or exchangers) staying at the Resort.

15. **Service animals** - Service animals may accompany a disabled person staying at Cold Spring Resort under the provisions of the present ADA law and amendments that indicate that the work a service animal performs must be "directly related to the handler's disability." As allowed under the ADA law, guests with a service animal may be asked if the animal is required because of a disability and what work or task the animal has been trained to perform if it is not readily apparent what these service tasks are. Resort staff will not inquire as to the extent of a person's disability nor require documentation or proof that the animal has been certified, trained, or licensed as a service animal per ADA regulations. The ADA specifies that service animals may assist those with hearing or sight disabilities or individuals during a seizure. They may also alert them to allergens, may pull wheelchairs or help persons with psychiatric and neurological disabilities. **The provisions of emotional support, well-being, comfort, or companionship are specifically excluded** from this definition by the ADA.

Individuals with disabilities may go with their service animals to the same areas of the Resort as any other guest. Any charges for cleaning or repairing damaged furniture caused by the service animal will be the same fees charged any Resort guest for similar damage. Resort staff will not pet, feed or distract a service animal or be required to provide care or food and water to them. The Resort is not responsible for the care or control of a service animal. The handler must maintain control of the service animal at all times either by means of a harness, leash or similar device or be under the handler's control by means such as voice control, hand signals or other effective means.

A discrete location for the animal to relieve itself will be arranged at check-in with the reception staff. Animals qualified to assist persons with disabilities may be removed if either: (1) the animal is out of control and their handler does not take effective action to control it; or (2), the animal is not housebroken.

Per order of the Cold Spring Resort Board of Directors  
On-site Agent: Corinne Peltier, General Manager