

339 Ocean Boulevard Condominium  
Homeowners' Association

**Commercial Unit Owner's Summary of Responsibilities**

*For guidance in the Common and Limited Common areas*

1. The scope of the commercial unit's primary business is defined in the 339 HOA By-Laws.
2. Nothing shall be done or kept in any unit or in the Common area or Limited common areas which will increase the rate of insurance or result in cancellation.
3. The owner is responsible for all trash and keeping all trash receptacles clean, stored within their commercial unit. No Waste will be permitted in the common areas or the limited common areas.
4. The hours of operation shall be regulated by the Town Ordinances, the land use regulations and the Zoning Ordinance of the Town of Hampton.
5. No parking spaces on the property shall be provided. It is the owner's responsibility to take all reasonable steps to insure that neither their employees or their customers use the parking spaces provided for the residential unit owners. Any vehicle parked in a residential owner's assigned spaces without permission from the owner and a 339 parking placard, space #49 or the handicap spaces will be towed without notification.
6. Mail boxes are not provided in the building lobby for the commercial units.
7. Unit Owners must provide True North and the 339 HOA Secretary with their contact information.
8. Unit Owners are responsible for the actions of their employees and customers. Fines for non-compliance will be issued to the commercial owner.
9. No food, packages, pallets and supplies are allowed to be left outside the 339 entrance or back doors. No deliveries are allowed to be left inside the 339 lobby.
10. The owner is responsible for the maintenance and cleaning of their windows following the Town of Hampton's, and the 339 HOA's guidelines for approved window signs and appropriate coverings.
11. The owner is responsible for snow removal of the walkways in front of their units and treating their walkways with "ice melt" or other BODs approved treatment. The sidewalk is defined in the By-Laws as the respective paved area to the east of each unit as shown in the site plan.
12. All problems and concerns of the commercial units should be first directed to the 339 BOD Commercial Unit representative.

13. No loud, offensive activities should take place which may become an annoyance or nuisance to any of the other unit owners.
14. The building is a non-smoking building inside and out in all areas.
15. Snow removal and trash removal for each commercial unit shall be each Unit Owner's sole responsibility. If a Unit is open for business during the snow season, that Unit's owner shall be responsible to promptly remove snow from the front of the Unit out to the roadway and promptly treat all outdoor areas used by the public with ice melt in an effort to minimize any hazards.
16. The Unit owners shall be responsible for the snow removal, cleaning and upkeep of all areas on the front and side ground level of the building, up to the face of the balcony above in front of the balcony above on the rear of the building.
17. The Unit owner shall be responsible for keeping trash receptacles tidy and putting them away **promptly** after trash pickup.
18. The exterior area in front of each Unit directly in front of the Unit under any overhang is intended for store visibility, access to the store, as well to provide a nice, clean, uncluttered area that is a welcoming entryway for the residential condominium units above.
19. If a Unit owner wishes to utilize the exterior areas in front of the Unit to place furniture, such as tables and chairs, the Unit Owner shall, prior to using the space, submit a layout and design plan, noting the size and location of the furniture and displays. Any exterior furnishings shall be kept in new or like-new, well maintained condition at all times. Upon review and acceptance of the plan by majority vote of the 339 HOA BOD a unit owner shall be granted a written approval to utilize such space (with provisions). This approval shall not be unreasonably withheld. Failure to comply with the terms and conditions of the approval may result in revocation of the approval. It may also subject the Unit Owner to fines, penalties, attorney's fees and costs, additional condominium fee assessments, and other remedies at law and in equity as shall be provided for in the Declaration.
20. At no time shall clothing or merchandise racks be placed outside of the storefronts.
21. The cost of the store signage and installation shall be borne by the Unit Owner. This signage must be approved by the majority of the 339 HOA BOD.
22. All Unit Owners need to coordinate with True North the date they plan to open/close stores, key access, etc.
23. Unit Owners are responsible to adhere to the town of Hampton fire regulations. The fire extinguishers must be checked regularly. Any charges due to pressure moves, etc. will be billed to the Unit Owners.

24. All limited common areas are to be kept free and clear at all times to include no debris, plants or furniture unapproved by the HOA/BODs.
25. The Unit Owners are responsible to clean the front/back area pavers on a regular basis. This area includes the sidewalk area in the back entrance door of each commercial unit as well. **Businesses selling and serving food are required to thoroughly clean these areas daily to maintain the cleanliness of the property.** Non-compliance will result in fines issued to the commercial owner. The paver cleaner recommended is "EK 2010 – All Surface cleaner by Proso."
26. This list includes some, but not all, of the Commercial Unit Owner's responsibilities as defined in the Town of Hampton Regulations, the 339 condo documents, Rules and Regulations document and as well as any state of NH laws and regulations.

**Non-Compliance of 339 HOA Declaration, By-Laws, Amendments, HOA Rules and Regulations and the Town of Hampton Regulations will result in fines issued to the commercial owners. Commercial Owners are responsible for the actions of their employees and customers.**