



Totem Pole Park Condominium Owners Association

PO Box 550, West Ossipee, NH. 03890

Owner's Guide / Welcome Package (Revised June 2010)

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Introduction to this guide

The Totem Pole Park Welcoming Committee has created this guide to help you get acquainted with Totem Pole Park, its recreational facilities, common services and other important information that will help you enjoy your home away from home. As you read this guide, look for Totem Pole Tips. This guide also provides information about services in and around Freedom and other surrounding communities that may interest you.

The information, businesses, services, and community organizations listed in this guide are provided strictly for informational purposes and to help new owners of Totem Pole Park get acquainted with the local area. If any owner has information about other businesses, services, or community organizations that would help orient new owners of Totem Pole Park to the community, please submit this information to the Board of Directors. We do plan to update this package periodically.

The Unit Owner's Association

The Unit Owner's Association is governed by the Unit Owner's Association Board of Directors, made up of five Board members and two officers: Treasurer and Secretary, with one Board member serving as President. Board members are elected to serve a three-year term by a majority vote of the Association members at the Association Annual Meeting, held around mid-September. Board members may bid for re-election to serve another three-year term. Any owner may bid for election to the Board of Directors. Serving on the Board is a unique opportunity to help guide the management and future direction of the park, and to represent your fellow owners with regard to day-to-day operations, common projects, and financial decisions that the Board makes on behalf of all owners in the park.

Campsite ownership at Totem Pole Park

As a member of the Totem Pole Park Unit Owner's Association, you share ownership and use of all the common facilities within the park with your fellow owners. You also share responsibility for proper use of and cleanliness in which you leave the common grounds, facilities, and the beautiful surroundings for all to enjoy.

Responsibility of Unit Owners

All owners at Totem Pole Park are also responsible for the maintenance and appearance of their individual sites. The Association recommends that every owner read and clearly understand the terms of ownership as outlined in the following documents:

- > By-laws of the Unit Owner's Association
- > Declaration of the Condominium
- > Use Regulations
- > Building permit application package

It is important that you read and fully understand the terms and conditions in these documents. If you do not understand any information within these documents, please feel free to contact one of the Board of Directors.

Registration Office

The registration office is the focal point for residents and register guests to obtain car passes, activity schedules, get information and owners to obtain building permits. It is generally a liaison between unit owner and the management staff. Note: Owners and guests are required to have identification via a Totem Pole car sticker or season/guest pass to enter the park.

Totem Pole Post Office

Each campsite unit has a mailbox within the Totem Pole Post Office building for receiving mail through the Postal service. Mailboxes are arranged by street name and number. You should have a key to your individual box. Each owner is responsible for obtaining the mailbox key from the previous owner. If one is unable to obtain a key from the previous owner, please see the management company. The management company will make the necessary arrangements for a new lock box at the owner's expense.

Web Sites of Interest

Totem Pole: <http://www.totempole.org>

This web site contains information about Totem Pole's activities, classified ads and condominium documents. Totem Pole also has a secured chat room. Directions for authorization to this chat room are provided in the body of Totem Pole's web site. After the web master has verified that you are an owner of Totem Pole you will be issued access to the chat room. Other state and local web sites that may be of interest are provided below: URL for the state of New Hampshire, Ossipee and Freedom

<http://www.state.nh.us>

<http://www.nh.gov/municipal/freedom.html>

<http://www.nh.gov/municipal/ossipee.html>

<http://www.ossipee.org>

[Links of interest page](#)

Community trash disposal

Dumpsters are provided in the back section of the park, near the maintenance building, for disposing of trash and rubbish. The dumpsters are available for use during the season when the park is "officially" open. That is, from May 1 through October 31.

Please take the time to tie all trash bags and rinse all bottles and cans placed in the dumpsters. Please break down cardboard boxes. Bears, skunks and other animals frequent the dumpsters for food and have been known to make quite a mess at the dumpsters.

Dumpster use rules:

Do not place leaves, grass clippings, or household items such as grills, bicycles, lawn chairs, furniture, tarps, building materials, hot coals or any other such household items in the dumpsters. You must take these items to the Freedom town dump. You can obtain a dump permit at the Town of Freedom dump. Two Year Dump permits cost is \$ 20.00

Trash removal during off-season: The dumpsters are closed during the off-season months to reduce costs. If you visit your site during the winter months, you are required to bring your trash home with you or you may take it to Transfer Station (Freedom dump). Telephone: 603-539-5364

Directions: Take a left out of the main gate of Totem Pole and go to the end of Pequawket Trail Road. At the end of the road take a right at the stop sign onto Ossipee Lake Rd. Continue straight on this road pass Danforth Pond on your left. As you come to the top of the hill after the pond, you must go straight onto Bennett Rd. DO NOT BEAR RIGHT. Continue on this road for about a half mile, the dump will be on your left. Winter Hours: Tuesday and Saturday 8AM-4PM; Sunday 11-4PM Summer Hours: Tues, Thu, and Sat 8AM-4PM Sun, 11-4PM.

(Note: They change hours without advance notice, calling first is a good idea)

Park Management and Operations

Totem Pole Park is managed by a professional management company, DC Management, LLC, who provides planned activities for adults and children during the peak summer months. The management company is also responsible for maintaining the cleanliness and repair of common grounds and buildings, security at the front gate and throughout the park, and various other operations within the park.

DC Management contact information as follows:

DC Management, LLC. 603-539-4420

PO Box 490

West Ossipee, NH 03890

Web site: [http:// www.dc-management.com](http://www.dc-management.com)

Contained within the web site are activity schedules, calendars, upcoming management sponsored events and informational pages.

Totem Lakeside, Snack Bar & Laundry

The Store and Snack-Bar are owned by the Totem Pole Park Owners Association and operated under contract by a commercial operator. The Laundry and Arcade are owned and operated by the Association. If you have any problems with these facilities, please contact the Administration Office for Assistance.

Rental of Site Process

1. Renting your site is permissible at minimum one-week intervals during May 1- Nov 1 season.
2. You must give the front office the names of renters and dates they are Renting to enable the renters to get TPP temporary passes.
3. All perspective renters should be given a copy of the one page condensed version of Use Regulations for campers. Copies can be picked up at the front office.
4. Many times renters invite other families to join them. Know who you are renting to and how many are going to be staying to avoid any potential problems to your neighbors.]

Mooring Lottery: A mooring for boats at Totem Pole is held by lottery on an annual basis. Below is a condensed version of how the lottery works. Please obtain a full set of the rules, regulations and an annual application for consideration in this lottery.

1.0 Two moorings are set aside as handicapped moorings. These moorings are located closest to the docks. A handicapped individual must meet the following criteria:

1.1 One must meet the handicapped guidelines for a handicapped automobile plate or plaque criteria for the State of New Hampshire.

1.2 One must be an owner at Totem Pole.

1.3 One must be the owner of the boat needing a mooring.

1.4 One must be the only operator of the boat.

1.5 The registered boat must be at least 16 foot outboard or inboard motor boat. No jet ski's canoes or sailboats meet the criteria.

2.0 If more than two individuals apply for handicapped moorings only two are provided, but the remaining individuals will have their name placed in the lottery for one of the other moorings.

If this handicap individual wins in the secondary lottery, the mooring manager will place his/her mooring as close as possible to the picnic area.

3.0 All individuals may participate in the annual lottery for a mooring. The criterion for the lottery is defined in the application.

TOTEM POLE BUILDING PROCESS AND RULES REVISED AND APPROVED BY BOD AS OF 6-13-2010

Totem Pole Building Permit Applications are available at Administration Office during office hours. Owners will fill out the applications, attach a detailed drawing of what the size of Structure they are building, showing all pertinent information including but not limited to Height, Width, Length, location to existing structure/trailer, property line and materials, if required. All modifications, dimensions and materials must meet the Use Regulations latest revision. (Currently Sept 2009) (see TPP documents on web page or at Office)

Applicants must sign, date and make sure site numbers are on all pages submitted to the committee for consideration making sure that the plot plan clearly shows where the street is located and the 10 ft set back from the street and 5 ft setbacks from side lines and rear lot lines that is required (Currently Sept 2009) (see TPP documents on web page or at Office. **IF TOWN PERMITS ARE REQUIRED PLEASE SUBMIT ALL TOWN PAPER WORK TO THE TOTEM POLE BUILDING COMMITTEE. (Town building permit application and zoning application must be stamped with Totem Pole approval or the town will reject the application.)**

Once application and drawings are completed, return the package to the office. If there is any incomplete data, or there appears to be a deviation from Use Regulations and/or TPP or Town Guidelines, the Committee may request a meeting with you. They normally take up to two weeks to review and approve permits so plan at least that much time for their review. Once approved the building committee will keep one copy of your submitted paper work so make sure you have two more copies because the town will need the same paper work submitted to the Freedom building committee.

Once the Totem Pole Permit is approved, forward the two town documents first to the zoning officer for his approval of the zoning application and then proceed to the building inspector with the building permit application with a copy of the approved Totem Pole Permit. The Town Inspector's office is only open on Thursdays from 9AM to 2PM for permits to be submitted or picked up or you can mail the paperwork to the town. (Note: The times and dates are subject to change. You should call the town office Monday -thru -Thursday from 9AM to 3PM (539-6323) to find out when they are available. There are different rates for permits and you must write a Check to the Town of Freedom prior to receiving your approved permits. The Town can take up to 30 days to review and approve your Permit so plan your project accordingly.

Building Permits can be processed at TOTEM POLE from May 1 thru 5 PM THE SATURDAY OF COLUMBUS DAY WEEKEND. Building Season is from April 15 to Nov 15 providing you have approved permit from TOTEM POLE and TOWN WHEN NEEDED.

**NO OUTSIDE BUILDING ALLOWED FROM 11/15 TO 4/15
BUILDING HOURS ARE FROM 8AM TO 7PM DAILY
PERMITS EXPIRE 1 YR FROM DATE OF ISSUE
SKIRTING IS REQUIRED ON PARK MODEL AND ADDITION WITHIN 90 DAYS OF SET UP.**

If there is Electrical and/or Propane Gas work to be performed, a separate electrical and/or Gas permit fee/application will be needed and a NH licensed Electrician/Gas Technician must perform the work.

No work may be performed until the Town permits are issued as the Town of Freedom will levy a cease/desist order and a fine if work is performed prior to permit issuance. We suggest you meet with the Building Permit Committee to have them assist you in finalizing your permit applications and make sure your project is within the TPP and Town guidelines.

IF YOU HAVE ANY QUESTIONS REGARDING WHAT YOU CAN DO PLEASE SEE THE BUILDING COMMITTEE. THEY HAVE SEPARATE SPECIFICATION SHEETS ON SCREENING IN CANOPIES, ADD-A-ROOM REQUIRMENTS, AND SCREENING IN DECKS WITH ROOF OVER IF NEEDED. MEMBERS OF COMMITTEE ARE AT THE ASSOSIATION OFFICE SAT MORNINGS FROM 8 AM TO 8:15 AM FROM MEMORIAL DAY WEEKEND THRU LABOR DAY WEEKEND.

ONCE TOTEM POLE PERMITS ARE APPROVED THEY CAN BE PICKED UP AT THE OFFICE. IF THERE ARE ANY CHANGES AFTER APPROVAL RETURN TO BUILDING COMMITTEE FOR APPROVAL.

Totem Pole Tips

Various members within the Totem Pole community have provided the following tips to help you get the most enjoyment out of your new vacation home, while also ensuring the enjoyment of others.

Note: If you know of any other tips that should be added to this list, please contact the Board of Directors

1. Totem Pole Park has central septic systems for sewage. In order to maintain these systems in good working order, please do not flush inappropriate items down the toilet. These items include, but are not limited to, disposable diapers, sanitary supplies, paper towels, industrial oils or chemicals.
2. During early fall, evening temperatures in the North Country can dip very quickly to freezing. It's a good idea to check your local weather forecast before you leave your campsite for the week. If temperatures are dropping, leave an inside faucet on a trickle to prevent freezing of pipes.
3. For Boat owners who are unfamiliar with Ossipee Lake, it is a good idea to obtain a Marine Map of the lake. A large section of rocks are located to the right of the Totem Pole boat dock area and continue along the bank of the lake for a mile or so. Although these rocks are marked, there are some shallow areas that are not well marked.
4. You can purchase Marine maps at any of the following locations: Indian Mound Hardware, Ward's Boat Yard, Watson's General Store, and Ossipee Lake Marina.
5. When taking your first trip on Ossipee Lake, it is a good idea to go with someone who is familiar with the area so that they can point out possible hazards to you.
6. If you use your boat exclusively at Totem Pole Park, it is advisable to make sufficient room on your site on which to store it. There is limited parking in the maintenance area, at the back of the park near the maintenance building. However, be aware that this parking is available on a first-come, first-served basis and at your own risk. Owners may not save or reserve spaces for their exclusive use.
7. Totem Pole has a limited number of moorings issued annually on a lottery basis. The Lottery is held immediately after the Annual meeting in September. See the Mooring Captain or any Board member for more information on how to submit your name to the lottery.
8. The Owners of Totem Pole Park created a library of books in the Totem Pole Post Office that is on loan to any owner. Please feel free to contribute books to this library for an honor-system check out. Please return books when you have finished reading them.
9. When returning to Totem Pole after the winter season, be sure to flush the water line before attaching the hose to your house. This water is typically rusty. Also, once the line is free of rust, be sure to flush all faucets and the toilet of the winterized fluid before igniting your water heater. The winterizing fluid may damage your water heater.
10. Pet owners, please be courteous to your community and neighbors and pick up your animal messes. Never leave a pet outside unattended. See Use Regulations for other pet rules.
11. When leaving your site for a long period of time, shut off the feed water to your unit to avoid costly damage if a water line breaks.

12. Shut off the propane gas at the main valve if absent for a long time. If a leak occurs in your absence the tank may be depleted upon your return. [\[TOP\]](#)

Emergency Services Emergency Numbers and Locations: The Park has two AEDs available. One is located in the Post Office and the other on the North side of the Community Building outdoors. They are well marked. When calling 911: BE SURE TO GIVE THE 911 OPERATOR YOUR STREET ADDRESS AT TOTEM POLE, NOT YOUR SITE NUMBER!

| Service | Address/phone number |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire | Freedom Fire Department, Freedom, NH : 1-603-539-4261 |
| Hospitals | Huggins Hospital Phone: 1-603-569-7500 240 South Main St.; Wolfeboro, NH. Memorial Hospital Phone: 1-603-356-5461 3073 Main Street; No Conway, NH |

Public utilities and other services

| Service | Address/phone number |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Banks | Citizens Bank Rt. 16 Ossipee 603-539-1200 Berlin City Bank 603-539-7501 Laconia Savings Bank 603-539-4278 |
| Bark Mulch, Stone Bark mulch | See bulletin board at main gate for a list of Local providers. |
| Boat Storage and Sales | Canoe King of New England 603-539-4799 Expo North 603-539-3339 Lakefront Landing Marina 603-539-4245 Ossipee Lake Marina 603-539-8456 Ward's Boat Shop 603-539-4563 |
| Contractors | Frank Demore 603-539-8103 Bruce Taylor 603-539-4275 Barrows Carpet & Upholstery Cleaning 603-356-8804 |
| Electricity | Public Service of New Hampshire (PSNH) P.O. Box 360: Manchester, NH 03105 Phone: 1-800-662-7764 |
| General Stores | Blue Moon Subs-Pizza-Deli-Groceries-Beer-Wine Ossipee Lake Rd, Freedom 539-1001 Abbott and Staples -539-7888 Groceries, Deli and Gasoline Route 25E; Center Ossipee, NH Hannaford Supermarket 603-539-7531 Junction route 16 & 28, Ossipee, |
| Telephone | Fairpoint Communications 1-800-585-4466 |
| TV/Cable | Time Warner Cable: Phone: 1-800-559-0382 |
| Hardware/Building Supplies | Coleman Concrete: 603-539-6575 Freedom Hardware Route 25; 603-539-4965 Indian Mound Hardware Center Ossipee, NH. 603-539-6513 Skehan Home Center, Inc Route 25; Center Ossipee 603- 539-5971 |
| Health Club | Purity Springs Resort Route 153 Madison, NH 603-367-8896 |
| Heating Fuel/Propane | Maine Gas 603-539-4569 P.O. Box 538; West Ossipee, NH 03890 |
| Heating Fuel/Propane | Eastern Propane 800-523-5237 P.O. Box 1800; Rochester, NH. 03866 |

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|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Heating Fuel/Propane | White Mountain Gas: 800-600-4728 P.O. Box 690 No. Conway, NH 03860 |
| Heating Fuel | Rymes Gas 1-800-539-4194 |
| Vehicle Registration | Department of Safety: Route 16; Tamworth |
| Snowmobile Club | Scrub Oaks Scramblers Madison, NH |
| Transportation | Concord Trailways Daily service West Ossipee Mama's Taxi 1-603-539-4199 |
| US Post Offices *delivery in TPP is through Freedom PO | *Freedom:603-539-7348 Center Ossipee: 603-539-4342 West Ossipee : 603-539-4918 Ossipee: 603-539-6455 |

Religious Centers

| Denomination | Address/phone number |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advent Christian | Ossipee Valley Bible Church Route 16 West Ossipee, NH 603-539-4805 |
| Baptist | Ossipee Mountain Baptist Church Chapel Rd. Center Ossipee, NH 1-603-539-6960 Center Effingham Baptist Church Route 153 Effingham, NH 1-603-539-7351 |
| Southern Baptist | Pine River Fellowship PO 396 Center Ossipee, NH. 603-539-4693 |
| Catholic | Camp Marist Route 25 Ossipee, NH 603-539-4552 St. Joseph's Roman Catholic Church Moultonville Rd. Center Ossipee, NH 603-539-5036 |
| Congregational | First Congregational Church of Ossipee 48 Route 16B Center, Ossipee, NH 603-539-6003 |
| Episcopal | St. Andrews Episcopal Church Old Route 25 Tamworth, NH 603-323-8515 |
| Methodist | Moultonville United Methodist Church 6 Moultonville Rd. Center Ossipee, NH 603-539-6422 |
| Non- Denominational | First Christian Church Freedom, NH 1-603-539-6484 |
| United Church of Christ | Second Congregational Church Ossipee, NH 603-539-6145 |

Health Care Services

| Type | Address/phone number |
|-------------|---------------------------------------------------|
| Dentist | Dr. Michael Glick 603-539-4995 |
| Physician | Ossipee Family Practice 603-539-6996 603-539-6996 |

Veterinary/Pet Care Services

| Service | Address/phone number |
|-------------------|------------------------------------------------------------------------------------------------------------------------------|
| Veterinary/Kennel | Country Klippers Kennels Phone: 1-603-539-6501 Kindness Animal Hospital Phone: 1-603-539-2272 Ossipee Lake Road Kennel |

Annual Events At Totem Pole

Association Fund Raises:

The members of the Activities Committee sponsor various fundraisers to help defray some of our operating costs. Volunteers are always needed. This is a good way to meet other owners. The bulletin board at the main gate lists the dates, times and location of the following Events:

- Western Carnival
- Italian Night
- Penny Sale

Other Events:

Annual Yard Sale: Is there something at your site that you no longer use, but is still functional?

Totem Pole holds an annual yard sale. Look for the date in the Activities Schedule.

Craft Fair: Once or twice a season, a craft fair is held where talented members of the community display and sell their handiwork. Watch your schedule for date, time and location.

Social Events:

- During summer season, those over 18 years old may enjoy Bingo every Friday night.

- A beach party is held for the fourth of July along with fireworks from the Town of Ossipee. Bring your chairs and join the excitement.

Be sure to pick up the activities schedule weekly. Although some of these activities are organized on a weekly basis, everyone may use the recreational facilities at other times.

A partial list is provided below and one may partake in these activities at the times posted or pick up the equipment and play with family and guests

Bocce ball: Located near the main gate. Bocce balls may be signed out at the front gate.

Horseshoes: Located near the community building. A storage cabana is at the horseshoe pits containing regulation horseshoes.

Tennis: Located past the community building. One may use his/her own tennis racket and tennis balls or obtain them at the beach hut.

Volleyball court: Located on the beach. Obtain volleyball at beach hut.

Canoes and paddleboat: Located at the beach hut. Life vests are available and boats and vests may be signed out during operating hours. (Anyone under the age of 16 must have parental permission via a signed slip each time a watercraft is borrowed.)

Also available are: min-golf ball field Shuffleboard basketball courts. Equipment for these activities may be obtained at the beach hut.

Totem Pole Park: The Park is a unique, wonderful place. There is no place like it in New England and perhaps in the entire country. Some of our owners grew up here as children and grandchildren and are now owners themselves. We are all proud of the Park and do our best to maintain it in the best condition while keeping it affordable. Please teach your children and guests that the Park belongs to you and any damage, vandalism or misconduct by owners or guests will ultimately become an expense to you the owners.

ENJOY THE PARK AND BEAUTIFUL OSSIPEE LAKE AND THE ENTIRE LAKES REGION.