



# FOUNTAIN HILL

CONDOMINIUM ASSOCIATION, INC.

[www.fhcaboard.com](http://www.fhcaboard.com)

## NEW RESIDENT HANDBOOK

2026-2027

*Welcome home.*

FHCABoard@gmail.com • [www.fhcaboard.com](http://www.fhcaboard.com)



# Quick Reference

The essentials most new residents need first.

## MONTHLY AMOUNT DUE

**\$675**

Payable on the 1st of each month

Mail or pay through your bank

## PAYMENTS

Fountain Hill Condo Association, Inc.  
PO Box 5024  
Woodbridge, CT 06525

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# Welcome Home

A practical guide to getting settled at Fountain Hill.



## WELCOME TO FOUNTAIN HILL

A small condominium community led by homeowner members and a volunteer Board.

Questions? [FHCABoard@gmail.com](mailto:FHCABoard@gmail.com)

Congratulations on your purchase and welcome to the Fountain Hill community. This handbook is intended to answer common day-to-day questions and help you understand how the Association operates.

### START HERE

- Review the governing documents and current rules.
- Keep your contact information current with the Board.
- Pay monthly charges by the first of each month.
- Use only your designated parking areas.
- Contact the Board before leasing or making exterior/common-element changes.

### IMPORTANT

This handbook is a convenient summary. If it conflicts with the Declaration, Bylaws, Rules, recorded amendments, or duly adopted Association requirements, the governing documents control.

# Understanding FHCA & the Board

How the Association works - and what owners can expect.

## ASSOCIATION & BOARD

FHCA is a nonprofit condominium association. The Board administers the community on behalf of the owners and has a fiduciary duty to act for the Association as a whole.

- Administer Association business and finances
- Maintain shared property and common elements
- Plan for repairs, reserves, and capital needs
- Arrange Association insurance and services
- Administer and enforce governing requirements



## OWNER RESPONSIBILITIES

Community living works best when owners know both their rights and their responsibilities.

- Pay common charges and assessments on time
- Follow the Declaration, Bylaws, Rules, and Board requirements
- Maintain the portions of the unit assigned to the owner
- Obtain approval before leasing or changing common/exterior elements
- Make sure residents, tenants, and guests follow community rules

**The Board represents the Association -  
not any single unit - when making  
community decisions.**

# Governing Documents & Rules

Know where the rules come from before you make a change.



The governing documents are legally binding and guide day-to-day Association operations, owner obligations, use of units, common elements, and Board authority.

## WHAT TO REVIEW

- 1 **Declaration & recorded amendments**
- 2 **Bylaws**
- 3 **Rules & regulations**
- 4 **Board policies, resolutions, forms & procedures**

## COMMON TOPICS

- Architectural and exterior controls
- Holiday and lawn decorations
- Noise and nuisance standards
- Exterior maintenance
- Occupancy and leasing

**Best practice: check with the Board before changing anything visible from the exterior, affecting a common element, or entering into a lease.**

# Common Fees & Capital Assessment

2026-2027 monthly charges and payment information.

**\$675**

TOTAL MONTHLY AMOUNT

**\$458**

Common fee

+

**\$217**

2015 capital assessment

Assessment is payable monthly through 2031 unless paid at closing.

## YOUR MONTHLY COMMON FEE DETAIL

|                       |          |
|-----------------------|----------|
| Administration        | \$4.43   |
| Legal / Accounting    | \$5.73   |
| Insurance             | \$143.23 |
| Utilities             | \$68.10  |
| Pest Control          | \$2.60   |
| Trash Removal         | \$40.63  |
| Snow Removal          | \$65.10  |
| Repairs & Maintenance | \$17.71  |
| Landscape             | \$65.10  |

**Reserve Allocation (10%) \$45.83**

**Debt Service (2014-2031) \$216.36**

**TOTAL MONTHLY \$675.00**

## PAYMENT INFORMATION

Monthly charges are payable on the first of each month. Payments may be mailed or paid through your bank or using Zelle®.

### MAIL PAYMENTS TO

**Fountain Hill Condo Association  
PO Box 5024  
Woodbridge, CT 06525**

Special assessments are additional charges for capital needs or unexpected expenses. They may be one-time charges or payable in installments.

# Leasing, Fines & Special Assessments

Key restrictions and enforcement points from the current handbook.

## FINES

Fines may be imposed for violations of community rules or standards. Examples cited in the current handbook include parking violations, failure to pick up after a pet, and failure to store trash bins.

**PET WASTE: \$50 / OCCURRENCE**

## SPECIAL ASSESSMENTS

Special assessments help cover necessary capital work or costs not fully funded by the regular operating budget or reserves. Amounts depend on the scope and cost of the need.



## LEASING - ARTICLE X, SECTION 10.2 SUMMARY

- 1 No time-sharing conveyances.
- 2 Owner-occupancy for at least 2 years before a leasing request is considered.
- 3 Lease term: at least 6 months and no more than 1 year.
- 4 Written Board approval is required before leasing; submit the proposed lease with the application.
- 5 Extensions or renewals require Board approval; applicants who did not lease in the prior year may receive preference.
- 6 No unit may be leased for more than 2 consecutive years.
- 7 No more than 2 of 16 units may be leased at one time (approved 9/8/2011).
- 8 If more than one owner applies for an available leasing spot, selection is by lottery, subject to the approval requirements.
- 9 Submit the signed lease and tenant contact information before occupancy. The handbook states a \$300/month fine for failure to submit the signed lease.
- 10 The unit owner is responsible for tenant fines; unpaid fines are subject to a \$50/month late fee.

# FHCA FAQ

Answers to the questions that come up most often.

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## MAIL

USPS delivers to the common mailbox area and maintains the mailbox equipment. FHCA does not keep duplicate mailbox keys; request lost-key assistance through the post office. Parcel-locker keys found in your mailbox open the corresponding numbered parcel box. Outgoing mail may be placed in the mailbox outgoing slot.

## PETS

Pets must be leashed and accompanied when outside. Owners are expected to pick up after their pets. The current handbook states a \$50 fine for each failure to pick up pet waste.

## PARKING

Each unit has four parking spaces: two inside the garage and two directly in front of the garage. Parking elsewhere on the property is not permitted. Vehicles parked outside the designated locations may be towed at the owner's expense.

## EXTERIOR / COMMON ELEMENTS

The governing documents restrict items placed on or attached to exterior walls, doors, roofs, windows, trees, and other common or exterior areas. Before installing or changing anything visible from the exterior or affecting a common element, contact the Board for guidance and approval.

# Living at Fountain Hill

Shared standards work best when everyone participates.



## GOOD-NEIGHBOR BASICS

- Park only in your unit's designated spaces
- Leash pets and pick up waste promptly
- Keep noise and nuisance impacts reasonable
- Store trash containers as required
- Ask before exterior or common-element changes

## GET INVOLVED

FHCA is a homeowner community. Attend meetings, read Association communications, ask questions, and consider volunteering when opportunities arise.

**The more owners participate, the stronger the community becomes.**

WELCOME TO FOUNTAIN HILL



Keep this page handy.



## SCHEDULE G

# NEW HOMEOWNER & UNIT INFORMATION FORM

Please complete all applicable fields after closing and return the form to the Association. **Do not include Social Security numbers, banking information, credit card numbers, or access codes.**

## 1. UNIT & CLOSING INFORMATION

|              |  |              |                                                                         |
|--------------|--|--------------|-------------------------------------------------------------------------|
| Unit No.     |  | Closing Date |                                                                         |
| Move-In Date |  | Occupancy    | <input type="checkbox"/> Owner-occupied <input type="checkbox"/> Vacant |

## 2. OWNER CONTACT INFORMATION

|                           |                                                                                             |                      |  |
|---------------------------|---------------------------------------------------------------------------------------------|----------------------|--|
| Owner 1 - Full Name       |                                                                                             |                      |  |
| Cell Phone                |                                                                                             | Email                |  |
| Preferred routine contact | <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text | Best time to contact |  |

|                           |                                                                                             |                      |  |
|---------------------------|---------------------------------------------------------------------------------------------|----------------------|--|
| Owner 2 - Full Name       |                                                                                             |                      |  |
| Cell Phone                |                                                                                             | Email                |  |
| Preferred routine contact | <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text | Best time to contact |  |

## 3. MAILING ADDRESS

☐ Same as unit address ☐ Use alternate mailing address below

|                |  |             |  |
|----------------|--|-------------|--|
| Street Address |  |             |  |
| City           |  | State / ZIP |  |

## 4. OTHER RESIDENTS / OCCUPANTS

List other residents who will regularly occupy the unit. Do not include dates of birth.

| Resident name | Phone / email (optional) |
|---------------|--------------------------|
|               |                          |
|               |                          |
|               |                          |

## 5. EMERGENCY CONTACT

For urgent property-related situations when the Association cannot reach an owner. This contact is not authorized to make financial or ownership decisions unless separately authorized.

|       |  |              |  |
|-------|--|--------------|--|
| Name  |  | Relationship |  |
| Phone |  | Email        |  |

**FOUNTAIN HILL CONDOMINIUM ASSOCIATION, INC.**  
*Schedule G - New Homeowner & Unit Information Form (continued)*

## 6. VEHICLE / PARKING INFORMATION

Complete if vehicles will be regularly parked on Association property.

| # | Make / Model | Color | State | License Plate |
|---|--------------|-------|-------|---------------|
| 1 |              |       |       |               |
| 2 |              |       |       |               |

## 8. ASSOCIATION COMMUNICATIONS

For routine, non-statutory communications, my/our preferred method is:

☐ Email   ☐ Phone   ☐ Text

**Note:** This preference is for routine Association communications only and does not change any notice method required by the governing documents or applicable law.

## 9. MONTHLY PAYMENT INFORMATION

|                                 |                                                                                                                                                                                                                                          |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mail monthly payments to</b> | Fountain Hill Condominium Association, Inc.<br>PO Box 5024<br>Woodbridge, CT 06525                                                                                                                                                       |
| <b>Payment reference</b>        | Include the unit number with the payment. Confirm current payment instructions with the Association if they change. Contact the Board for electronic payment information<br><a href="mailto:fhcaboard@gmail.com">fhcaboard@gmail.com</a> |

## 10. OWNER CERTIFICATION & ACKNOWLEDGMENT

- I/We certify that the information provided on this form is accurate to the best of my/our knowledge and will notify the Association when owner contact, mailing, occupancy, tenant, or vehicle information materially changes.
- I/We understand that contact information is maintained for Association administration, communications, emergency coordination, and other legitimate community operations. Sensitive financial identifiers should not be submitted on this form.
- Completion of this form does not replace the owner's responsibility to comply with the Declaration, Bylaws, Rules, payment schedules and other duly adopted Association requirements.

|                          |  |             |  |
|--------------------------|--|-------------|--|
| <b>Owner 1 Signature</b> |  | <b>Date</b> |  |
| <b>Owner 2 Signature</b> |  | <b>Date</b> |  |

**FOUNTAIN HILL CONDOMINIUM ASSOCIATION, INC. | 408-420 Fountain Street, New Haven, CT 06515 | 203.535.3111**