

FOREST PARK HANDBOOK



Office Hours at 10 Academic Way:

8:00am – 4:30pm weekdays

Housing Office Phone #:

862-2120

Emergency Maintenance only

862-2798 (Monday-Friday 8am-4:30pm)

862-1437 (evenings and weekend)

Regular maintenance is reported at the following web site after logging onto UNH Blackboard:

<http://www.unh.edu/housing/housingonline/index.html>

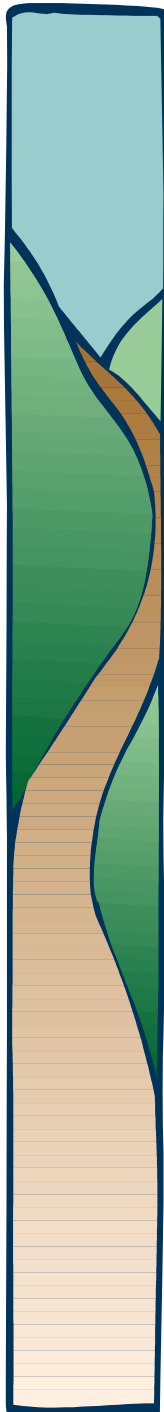
**Emergency Phone#
Fire/Police/Ambulance:**

911

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Welcome to Forest Park!



The University of New Hampshire operates this 98-apartment complex to meet the housing needs of students who are parents and/or married, single graduate students, visiting scholars, and faculty. As a temporary home, Forest Park is ideally situated. You have easy highway access to the New Hampshire and Maine seacoast, the White Mountains, and the metropolitan Boston area.

The University itself offers a wide variety of social, cultural, educational, and recreational opportunities at a minimal charge or no cost. While living in Forest Park you will be sharing a living environment with people from across the United States and many foreign countries.

The purpose of this handbook is to provide you with helpful information about this community and its adjacent areas. Please take time to read it carefully and keep it handy as a reference guide. If you have any questions after reading it, feel free to contact the Forest Park office. Please let us know if there is any additional information that you feel should be included in this handbook.

The entire Department of Housing staff looks forward to serving you and your family. We hope that your stay in Forest Park will be an enjoyable and rewarding experience.

Sincerely,

Michael Saputo, Assistant Director for Apartment Living

FOREST PARK FACILITIES AND SERVICES

The Forest Park complex is comprised of studio, one-bedroom, and two-bedroom apartments located in over 16 buildings. All units are unfurnished. Every kitchen is equipped with electric appliances. Carpeting is provided in all apartments except in kitchens and baths. Residents are responsible for furnishing and keeping their apartment clean and orderly. Maintenance services are provided through Facilities Support during regular business hours (817-1437). If you have a routine maintenance problem you can submit a service request online, using the reporting system FAMIS, by going to the Housing web page at <http://unh.edu/housing/housingonline/mr.html>. There is a tutorial that will help instruct you to use the reporting system. If you have an emergency problem that cannot wait until the next business day (such as a broken water pipe or loss of heat or electricity) you should call Facilities Support, 862-1437. This number should **only** be called for maintenance emergencies. If the request is deemed not to be an emergency, you may be billed for the service call since it will involve staff responding to a situation on overtime pay.

APARTMENT INSPECTIONS

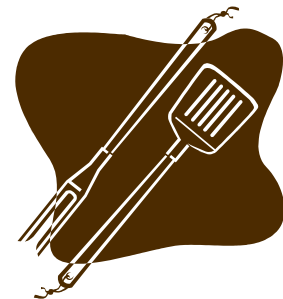


entering your apartment.

Every six months a member of the Housing staff conducts a safety inspection of every apartment in the complex. The purpose is to make sure that fire safety equipment is working properly and there is nothing that endangers the health and safety of residents. There will be a notification in the monthly newsletter as to the days that inspections will take place. Since there are 98 apartments to inspect we cannot give a specific time on a specific day as to when someone will be checking your apartment. The Housing staff member will knock a couple of times before

BARBECUE RULES

The Durham Fire Department has determined that use of outdoor cooking grills on the balconies of Forest Park constitutes a fire hazard. The Fire Department therefore requests that all residents be notified that cooking shall be permitted on the ground approximately 50 feet away from any building. In addition, the storage of propane tanks on the grounds or in your storage area is prohibited.



CABLE TELEVISION

Forest Park Apartments receive their cable transmission from the Department of Housing at the University of New Hampshire who has its own satellite. You may get a listing of all cable channels at the following web site:

<http://www.unh.edu/housing/catvision/channelguide.html>

CLEANING INSTRUCTIONS FOR ALL APARTMENTS

The following areas should be cleaned thoroughly before an apartment is vacated. STRICT adherence to these instructions will ensure the return of your security deposit. Your presence is **STRONGLY RECOMMENDED** for the check-out inspection. Please schedule your inspection for after the completion of your cleaning and before the end of your vacate date so you will have the opportunity to remedy any discrepancies. Absence at, and/or failure to schedule, an inspection may signify the forfeiture of your right to dispute assessed cleaning and damage charges.



The following areas should be cleaned thoroughly (see instructions below):

- | | |
|-----------------------------|---------------------------|
| 1. Stove | 9. Fans |
| 2. Refrigerator | 10. Floors |
| 3. Walls | 11. Carpets |
| 4. Ceiling | 12. Toilet, Sink, Bathtub |
| 5. Windows | 13. Horizontal Surfaces |
| 6. Screens | 14. Vertical Surfaces |
| 7. Cabinets and Countertops | 15. Storage |
| 8. Lights | |

Equipment Needed:

- | | |
|---------------------------------|-------------------------------|
| 1. Oven cleaner (small can) | 7. Steel wool pads |
| 2. Lestoil (small bottle) | 8. Mop |
| 3. Light spackle (small can) | 9. Spackle knife |
| 4. Glass cleaner (small bottle) | 10. Sandpaper, 1 piece medium |
| 5. Rags | 11. Rubber gloves |
| 6. Broom and Dust Pan | 12. Flashlight |

CLEANING INSTRUCTIONS (cont.)

At least 48 hours before you are to move, follow these directions:

1. **Stove:** Turn off stove. Turn off switch #5 in electrical fuse box. Raise the burners; remove burner drip pans and burner rings and racks in oven. Place these items in sink with hot water and Lestoil. Clean broiler pan. Pull stove away from wall and clean adjacent walls and floor. Spray oven with oven cleaner. Clean top, sides, interior, and door of oven. Also clean tray under the burners, lifting up top if possible. Wash racks, burner drip pans, burner rings, and broiler pan with Lestoil. Use steel wool pad where food/grease has burned. Reinstall racks, burner rings, and drip pans. The oven must be free of grease and burnt material.
2. **Refrigerator:** Remove all items from the refrigerator. Turn off the unit. Defrost (do not utilize sharp objects to chip the ice. Aluminum refrigerant lines can be easily punctured. Accelerate ice meltdown by placing trays or bowls of hot water in the freezer and wiping interior with hot rags.) Wash interior of unit with hot water and Lestoil. Pull out the refrigerator. Wash top and sides. Clean adjacent walls and floor under the refrigerator. When completed, turn dial back to #1 or low. The refrigerator must be free of food stuff, stickers, ice, odors, dirt, etc.
3. **Interior Surfaces:** Remove pictures, posters, nails, thumbtacks, screws, brackets, hooks, scotch tape, contact paper/tape, and any other foreign items from walls and ceilings. Fill holes in any of the surfaces with spackle. Unless the holes are large, you can avoid sanding by applying the spackle with your fingers. Spackled holes must match contiguous walls in texture (painting not required). Use putty knife to apply spackle to holes bigger than ¼" in diameter and large gouges. Sand down areas when dry. Clean outlet and light switch covers. Wipe off top of heaters, exterior of smoke detectors, and exterior of wall mounted fire extinguisher. All surfaces must be free of ink, crayon, grease, food particles, splatters, dirt, and any foreign matter.
4. **Light Fixtures:** Remove diffusers and covers. Clean. Reinstall.
5. **Windows:** Report all broken windows and torn screens to the office. Wash inside and outside (if possible) of all windows. Remove stickers. Brush all screens free of accumulated dirt. Remove all nails, screws, etc. from window frames. Fill holes with spackle. Clean curtain rods of accumulated dirt and grease.
6. **Cabinets:** Wash inside and out with Lestoil and wipe dry. Any contact lining paper installed by residents must be removed.
7. **Kitchen Fan:** Turn power off to unit. Turn screw in center of fan plate. Remove plate and wash. Unplug and remove fan. DO NOT PLACE FAN MOTOR IN WATER. Wipe fan clean with rag. Wash fan duct, then replace fan and cover plate. Clean hood release chain. The fan assembly must be free of grease and food particles.
8. **Bathroom Fan (if present):** Without disassembling the fan, remove as much lint as possible from interior of the fan. CAUTION: Do not turn on bathroom light as fan is electrically connected. Use a flashlight.

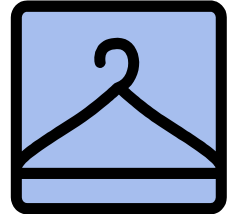
9. **Floors:** Sweep and mop bathroom and kitchen floors. Vacuum carpet in living room and bedrooms. If you have caused stains on the carpet, you can rent a shampooer at Durham Marketplace.
10. **Bathroom Porcelain:** Scrub inside and outside of toilet thoroughly. Wash both sides of toilet seat and lid. Clean sinks thoroughly and wipe off water pipes below sink. Scrub soap residue/scum from bottom and sides of tub and from faucets and soap dishes. Rinse. Clean bathroom mirrors and chrome fixtures.
11. **Storage Area:** Sweep clean.
12. **Miscellaneous:** Clean out grounds or balconies and stairwells around your apartment. Any items left in storage area or in the apartment will be disposed of by Forest Park staff.

KEY POLICIES

1. Assignments
 - a. Each apartment will be issued door keys and one access card:
 1. Apartment key(s) – based on # of tenants on lease. (sub numbered 1, 2, and 3)
 2. One laundry room access card
 3. One mail box key
 4. One storage room key
 - b. Additional keys may be assigned
 1. All previously assigned apartment keys must be presented prior to assignment of additional apartment keys. A non-refundable charge will be assessed.
 - c. All assigned keys MUST be returned upon vacating. Unreturned keys will be considered lost and the key loss charges will be applied.
2. Lock out Service
 - a. When locked out of your apartment during the hours of Mon-Fri 7am-9pm and Weekends 12-9pm call 862-4177. At all other times, call Security at 862-1427. Lockouts are provided only to:
 1. Identifiable adult lease holder(s).
 2. Other adults with written permission from lease holder.
 - b. Lockouts will not be done for children under age 14 under any circumstances.
3. Key Loss – Please call 862-2122
 - a. Applicable accounts will be charged for the replacement of lost assigned and loaned keys:
 1. \$75 for apartment key(s) to re-core the lock and make four new keys.
 2. \$25 each for storage keys.
 3. \$30 for mail key.
 4. \$5 for exterior water faucet key.
 5. \$15 for each Laundry Room access card.
 6. \$20 for a lost Hang Tag parking permit.
 7. \$25 for a lost visitor parking permit
 - b. For security purposes residents will automatically receive a lock core change and new keys when an apartment key is lost. Charges will be applied.

4. Any and all apartments found to be unsecured by UNH and Department of Housing personnel during the course of inspections, maintenance, etc. will be secured to safeguard residents' property.
5. In order to permit access to your apartment during emergencies, the installation of the following items is prohibited:
 - a. Dead bolt locks.
 - b. Chain and bolt locks.
 - c. Any additional security device that prevents emergency entry.

LAUNDRY SERVICES



There is an ID-operated laundry facility available to all residents located in the basement of building 24. This facility is operated by the Department of Housing's Laundry Service.

Please be aware that the University is not liable for any damage or loss of personal property resulting from the use of the laundry machines and/or for lost personal items left unattended in the laundry room.

For your protection and convenience, the laundry room is locked at all times and each household is provided with one access card. Because of past problems with unattended children in the laundry room, all children under 12 years of age **MUST** be accompanied by an adult. Laundry hours are generally between 8:00am and 10:00pm so as not to disturb those tenants that live in building 24. There is an "on-campus only" phone in the laundry room for your convenience and safety. The phone number is 862-0319.

The laundry room is closed for cleaning on Mondays and Thursdays from 8am – 11am.

LEAD IN DRINKING WATER

The UNH/Durham Water Systems failed the lead portion of the US Environmental Protection Agency lead and copper rule. Because of this failure the System began a corrosion control program in 1993, and has been in compliance with the regulation since. However, if the water is allowed to stand unused in building plumbing systems constructed prior to 1988 of copper piping connected using lead based solder for long periods of time, it is still possible to leach some lead into the water. If the water has not been used for six (6) hours or more it is best to flush the water at your tap for 15-30 seconds before use. For more information on lead or other drinking water issues call the UNH Water Treatment Plant at 862-1390.



LEAD PAINT



Beginning in late August, 1994, the Department of Housing undertook a lead paint testing program in Forest Park that was performed by Atlantic Environmental Services, Inc. from Kennebunkport, Maine. While we do not believe that we have a dangerous situation here at Forest Park, we must make you aware that there is lead paint present in some apartments. The exact locations and lead levels are available from our office. If lead paint is present in your apartment you received this information when you moved in.

In New Hampshire, the legal limit is 1.0 mg/cm². Since all locations that have lead paint are in good condition, our policy has been to repaint these locations with durable, latex (non-lead) enamel paint. This will keep the painted area from being disturbed. We inspect these areas every three months during our regular safety inspections. Residents who live in apartments with lead paint may not conduct their own safety inspections.

The real danger for having lead paint is that it may enter the blood stream of children under the age of 7 and cause serious harm on their developing bodies. Most dangerous would be if your child ingested flakes of paint from a windowsill that had lead paint. Other situations that would be dangerous would be if we sanded or scraped this area and got dust in the air.

If you have children under this age, you may wish to have them tested. This test is available for a charge at the Health Services building on campus. There are two types of test for lead, the finger prick and a venal test. The venal test is considered more accurate. Please consult with your personal doctor or other medical professional for more detailed information on these tests.

LEASE AGREEMENT

The Forest Park Lease Agreement is a formal contract between the resident and Forest Park Apartments as part of the Department of Housing and the University of New Hampshire. By signing the lease each lease holder acknowledges that he/she and her/his family will abide by the conditions of the contract. Please read the lease and be familiar with it. If you have any questions, contact the Housing office. You may find a copy of your lease on line at:

<http://www.unh.edu/housing/famhousing/lease.html>

MAIL

The U.S. Mail is delivered to Forest Park Monday through Saturday at about 1:00pm. Locked mailboxes are located near buildings 20 and 21. Each apartment is assigned a key to the mailbox. Loss of key will result in a \$10.00 per key replacement charge.

Your address format should be:

**John Smith and Jane Doe
XXX Forest Park
Durham, New Hampshire 03824**



Campus mail for residents will NOT be delivered to individual apartments by the Housing staff.

NEWSLETTER

The Department of Housing office writes and distributes an electronic copy of the newsletter monthly. We're very proud of the newsletter. The newsletter will be delivered to you via email free of charge or you can read it online at:

<http://www.unh.edu/housing/famhousing/index.html>

Newsletters are sent electronically to all residents on a monthly basis. Since it contains extremely important information, residents are responsible for reading each copy of the newsletter. If you would like to receive an electronic copy of the newsletter each month, send email requesting to be added to the newsletter distribution list to forest.park@unh.edu. We welcome your contributions.

PARKING

Each Forest Park apartment is assigned a parking space, free of charge, in Forest Park. A copy of the vehicle registration in the residents name is required. Hanging tags are provided so residents may alternate permits between cars if they wish. These permits must be returned when a resident vacates her/his apartment, even if the permit is deteriorated or in pieces. If the permit is not returned or is lost, a \$20 replacement fee will be assessed. There is no parking for visitors other than two 90 minute parking spaces next to building 27. Please read up on the policies at the UNH Department of Transportation website at: <http://www.unh.edu/transportation/>



Questions about parking may be directed to Parking Services at the Visitor's Information Center (862-1010).

PHOTOCOPIES

A copy machine is available at the following locations:

- Durham Copy on Main Street
- the Copy Center in the MUB
- Dimond Library

PLAY AREA RULES

The purpose of these rules is to ensure a safe and fun play environment all:

1. No child is to be out on the play areas without some form of parental supervision. Supervision is defined as knowing where your children are and what they are doing. Visual observation is required at intervals appropriate to the children's age.
2. Any adult who observes misbehavior may verbally enforce the rules upon any child; please approach parents first when possible. We should all share in the responsibility to create a safe play environment.
3. Only quiet play is permitted outdoors (including balconies and porches) before 8am and after 8pm.
4. No "throw" toys (balls, frisbees, etc.) may be used near playground apparatus (sand boxes, swings, etc.). Also no throwing of rocks, toys, sand, etc. in the play areas.
5. No toys which launch projectiles (darts, arrows, etc.) are permitted.
6. No kicking, throwing, or hitting of toys (specifically balls) against buildings.
7. Bikes are not to be ridden near playground apparatus.
8. Bikes must yield to pedestrians and other non-bicyclists.
9. Bikes and toys must not be left unattended on the grounds (play areas, sidewalks, grass, etc.)
10. No harmful striking of other children or use of martial arts maneuvers.
11. No climbing in trees, fences, or on mail stands.
12. Use of outside water spigots are permitted only with direct adult supervision.

SUPERVISION OF CHILDREN

Child care, day care, and any adequate supervision of children is a serious need for families in Forest Park. More and more often, we are seeing the emergence of "latch key" children around the complex and this phenomenon causes us a good deal of concern. Being a student or faculty member at the University of New Hampshire is a stressful, time-consuming occupation, which is compounded by family demands. Often young children are left unattended in family housing while parents struggle to meet their many obligations. However, parents should realize that in some of these cases, leaving children unattended constitutes child neglect.



The NH Division of Children and Youth Services identify physical neglect as:

- ABANDONMENT with no arrangement made for care.
- INADEQUATE SUPERVISION of young children for long periods.
- FAILURE to feed or provide adequate nutrition, clothing, or personal hygiene.
- FAILURE TO SEEK needed or recommended medical care.
- DISREGARD FOR POTENTIAL HAZARDS in the home.
- REJECTION or forcing a child to leave home.

SUPERVISION OF CHILDREN (Cont.)



The New Hampshire Division of Children and Youth Services points out that unattended children risk injury or even death from fires, falls, poisons, etc. The DCYS evaluates cases of child neglect on an individual basis. A very general guideline is that children under 12 require adult supervision, although this differs on case-by-case basis.

What can Forest Park resident do about this problem? Do not leave children unattended inside or outside. When leaving home, even for brief periods, take your children or ask a neighbor to care for them. Remember, it takes only a few seconds for a young child to fall down the stairs or turn on the stove. Check on your children periodically when they are playing outside. Very young children have reportedly wandered far from their homes, sometimes across busy streets.

If you witness an incident of child neglect, it should be reported immediately to the Division of Children and Youth Services at 433-8300.

New Hampshire law requires that anyone who witnesses an incident of neglect to inform proper authorities. It is not necessary to give your name.

RECYCLING CLOTHING



Instead of disposing of unwanted clothing and household items in the trash, why don't you try this alternative: Take any unwanted usable clothes to the laundry room in the basement of building 24. Leave the clothes in the bin, located on the left side of the laundry room across from the washers. Residents interested in any of the clothes should feel free to help themselves. Articles left elsewhere in the laundry room should be considered the property of other residents and should not be taken. To minimize clutter in the recycling bin, after a reasonable amount of time the remaining items will be removed and donated to charitable organizations.

Unwanted toys, furniture, rugs, curtains, or other household items can be put to good use by community organizations. To make arrangements for donating to these programs, please contact a local charity. Charities can be found in the Verizon Phone Book.

TELEPHONE SERVICE

Although the telephone service is provided to the entire university by University Telecommunications, the telephones in Forest Park apartments are serviced by Fairpoint Communication. To get a telephone installed call 1-866-984-2001. If you experience problems with your telephone service call the repair line at 1-603-555-1611.



Problems with you land line phone?

The following procedure is provided to assist in the troubleshooting of a Fair Point Communications (FPC) telephone problem (aka: land line) for lines installed for private use in Forest Park apartments.

1. All Land Lines are acquired through Fair Point Communications.
2. Repairs for in-building will first be conducted by the UNH Telecom office. Please call 862-4242 to report a problem.
 - a. Charges for these in-building wiring repairs will be the responsibility of UNH Housing.
 - b. If it is determined that the need for repair was caused by the tenant, then charges will be assessed to the tenants of the apartment.
 - c. If the problem is in the lines outside of Forest Park, then the resident will need to contact Fair Point Communications and there is no charge for them to come and repair the lines outside of Forest Park
3. Trouble calls for a Fair Point land line are made to Fair Point Communications at the number listed on monthly bill.
4. Fair Point will trouble shoot and repair problems from their phone system to the point where their phone service enters the Forest Park Complex.

TELEPHONE BOOKS

Forest Park residents may pick up copies of the UNH Directory, which lists UNH offices, students, staff and faculty as well as the Verizon phone book at the Telecommunications office. It is located in the basement of the Dimond Library using the rear exit.

TRASH REMOVAL AND RECYCLING



Household trash should be taken to the nearest dumpster area for disposal. Please do not let it accumulate in your apartment. This is a safety hazard and attracts bugs that are difficult to get rid of. Also do not let it accumulate outside your apartment. It will attract animals like skunks and raccoons. There is a dumpster area located behind the small storage building near the basketball court and the Mini Dorms.

Next to both dumpsters are receptacles for recycling all containers. The University is extremely committed to recycling so that we can preserve our limited resources. Please join in our commitment to recycling. The blue plastic containers are for mixed containers such as tin cans, glass, aluminum, metal, and plastic. Rinse out containers before placing them in the recycling bin. This reduces the smell and the bugs in the summer. Caps should also be taken off bottles and thrown away. The recycling process is hindered by caps still being on bottles. The black plastic recycling bins are for paper products such as newspapers, magazines, and other non-glossed and non-waxed paper. Any paper product that has had direct contact with food such as a pizza box should be thrown away and NOT placed in the recycling bin. The food remnants clog the recycling machine. Corrugated cardboard should be placed in the blue metal box. Corrugated cardboard is the type of cardboard that has a wavy layer of cardboard in

between two flat layers. Shipping boxes are good examples of corrugated cardboard. If you have questions regarding the recycling program on campus, please call the UNH Recycling Office at 862-3100.

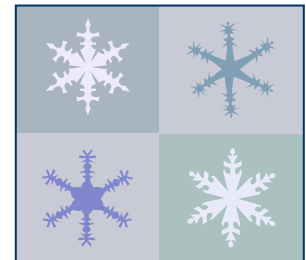
Parents should remind their children that the dumpster containers are not appropriate play areas. Children may injure themselves by falling into dumpsters that may contain dangerous objects.

The dumpster areas are frequented, especially at night, by “wild” animals. These animals are often infected by parasites and diseases. Consequently, these animals should be avoided. In addition, the Town of Durham has had a large problem with rabies in raccoons and skunks. Please do not let children take trash out by themselves. Also, try to take trash out only during daylight hour because there is much less chance of running into any animals.

If you have unusually large items to dispose of, anything hazardous (i.e. car batteries, tires, etc.), or anything that has a large metal content, please do not throw it into the dumpster. Instead, please leave it on the ground beside the dumpster. The University personnel responsible for trash disposal will treat these items separately. If you have any questions about what should or should not go into the dumpster, please call the Housing office.

SNOW REMOVAL

The University will plow all roads, parking areas, and primary walkways. Residents must clear their porch area, doorway, and/or stairs of snow and ice during the winter months. Fire Department regulations require that all doorways, porches, and stairwells be kept free of hindering objects, including snow.



After a heavy snowfall, residents will receive a notification, requesting that they **MUST** relocate their Forest Park vehicles to specified adjacent parking lots. This temporary displacement will enable the snowplows to clear the parking areas and roadways in Forest Park. It is very important that **ALL** tenants cooperate and move their vehicles when asked to do so. Failure to cooperate will result in an unsatisfactory plowing job and the possibility of your vehicle being towed. Historically, residents have always been very responsive to this request, and we hope the “tradition” continues!

If you have a 2nd car in a UNH storage lot, call Parking Services at 862-1010 for snow removal policies.

STORAGE FACILITIES

Storage is provided for residents’ personal property inside locked bins located in the basement of several buildings. There is one storage bin for each apartment designated by apartment number. Combination locks are provided on the storage bins. To open the lock, set the combination, push the lock in, then pull down.

When you arrive in Forest Park, your storage bin should contain only the screens/windows for your apartment. These same articles should be all that is left in the storage bin when you vacate your apartment. Install storm windows and doors during the period of October 1 through April 15. A charge of \$25.00 per month will be levied when storm windows and doors are not in place. Implement conservation measures as designated by the Lessor's Office, i.e. weather-stripping, caulking, etc.

Residents of Forest Park are expected to maintain their storage bins in an orderly fashion. Any articles left outside of the locked storage bins will be considered "unwanted" and will be disposed of. Storage of flammable materials (such as gasoline, propane, or butane) or firearms is a severe violation of your lease and is prohibited. Some building storage areas sometimes experience flooding. Please be aware that the University is not liable for any damage to items in storage bins. You may want to place your items on small platform to protect them from unexpected flooding. Placing a tarp over your belongings will protect them from any unforeseen leaky pipes above.

TENANTS' COMMITTEE

New residents of Forest Park are encouraged to join the Forest Park Tenants' Committee. During the school year this group of tenants meets every other week at the Forest Park Community Center. The group meets once a month during the summer.



TENANTS' COMMITTEE (Cont.)

The Tenants' Committee is committed to improving the lives of Forest Park residents. This goal is accomplished by developing and implementing social and educational activities, raising concerns and solving problems relevant to residents, and providing feedback to the Department of Housing regarding policies and procedures. Volunteer members receive a monthly rent credit for their participation and involvement during meetings and other projects. If you are interested in becoming a member check the glass bulletin board outside building 1 for the date of upcoming meetings or call the office. You can also check this bulletin board to learn about future activities and past meeting notes.

TENANTS' COMMITTEE BYLAWS

Article I Identification

Section 1: Name: This group shall be known as the Forest Park Tenants' Committee.

Section 2: Fiscal Year: The term of the committee will begin in September and end in October of the following year.

Section 3: Duration: The period of duration for which the committee is organized is perpetual.

Article II Membership

- Section 1: Eligibility of Membership:
- a. The members of the committee shall be valid residents Forest Park.
 - b. It is recommended that prospective members attend at least one meeting of the committee prior to elections.
 - c. The committee shall consist of seven (7) members preferably from separate households.
- Section 2: Meeting of the Membership: Meetings shall be held once every other week for a period of 1½ hours or as decided by a consensus of the committee.
- Section 3: Vacancies: Interim vacancies shall be filled by appointment from the committee until the next open election.
- Section 4: Duties of the committee:
- a. The committee may empower any individual or group to act on its behalf up to but not including voting rights.
 - b. The committee is obligated to improve the quality of life in Forest Park and to serve as an advocate to tenants' issues.
 - c. The committee is obligated to annually review and monitor the Forest Park budget.
 - d. A quorum for general business meetings will be four (4) members.
 - e. Educational and social activities will be organized and implemented by the committee.
 - f. The committee will communicate with Forest Park residents regarding current issues and concerns of the neighborhood.
 - g. The committee will help prepare handouts describing services and rules in Forest Park and distribute them appropriately.

TENANTS' COMMITTEE BYLAWS (Cont.)

- Section 5: Removal of Membership:
- a. This is a participatory committee. Members absent more than three (3) meetings per semester will be subject to removal from the committee.
 - b. Additional guidelines for the removal of members will be detailed by the committee and added as amendments to this document as needed.
- Section 6: Elections:
- a. Election will be held in October on an annual basis.
 - b. Voting will be open to all valid, adult Forest Park residents from October 1 through October 15.
 - c. Members of the committee are elected for one year and may stand for re-election.
 - d. In case of a tie, a two day run-off election will be held

Article III Officers

- Section 1: Number: The officers of the committee shall be the chair-person, treasurer, secretary, social activities, and International Students Office liaison.
- Section 2: Selection and Term:
- a. Officers shall be elected by and from the membership.
 - b. All offices of the committee shall be elected during the committee's annual term.
- Section 3: Conduct: Parliamentary procedures will be followed at all general meetings.

Article IV Amendments

Section 1: Amendments: These bylaws may be amended at any regularly scheduled general meeting of the committee or by special meeting of the membership provided that notice of said meeting states that amendments will be considered.

Section 2: Voting: Amendments to these By-Laws may be passed by a 5/7 vote of the committee members.

VACATING AN APARTMENT

Each resident must submit a “Notice to Vacate” form at least Sixty (60) days prior to vacating an apartment. This allows the Housing office to offer the apartment to another person while leaving the apartment unoccupied for a minimal amount of time. The resident must vacate the apartment by midnight of the date on the “Notice to Vacate.” It is extremely unlikely that the vacate day can be extended once the “Notice to Vacate” has been submitted. Please be sure that you can vacate the apartment on the day that you list.

Each resident is responsible for scheduling a preliminary apartment inspection by the Apartment Operations Manager. He or she can be contacted at 862-2798. This should be scheduled within a week after turning in the notice to vacate. In addition, a pre-check out inspection should be scheduled for a few days before the move out date. At that time a Housing staff member will check-out the apartment listing any damage or any items that need to be cleaned. The resident then has time to remedy any problems prior to vacating the apartment.

COMMUNITY RESOURCES

Within a 20 mile radius of Durham you will be able to find just about everything you will need for your family and your apartment. The following lists are just a sample of the many available service establishments in the area. Consult the local telephone book for a more extensive list.

Activities

The University of New Hampshire and the Seacoast Region of New Hampshire offer a wide variety of activities for people of all interests and all ages. Below are a few resources to help you enjoy your leisure time.

Movies

Regal Newington Cinema	
44 Gosling Road, Newington NH	431-4200
Regal Portsmouth Cinema 5	
581 Lafayette Road, Portsmouth NH	436-3456
Memorial Union Building	
UNH, Durham NH	862-2600



Spinelli's Strand Cinema

20 Third Street, Dover NH

749-4123

Spinelli's Barrington Cinema

Route 125, Barrington NH

664-5671

Theater**Seacoast Repertory Theater**

This theater is located in the heart of Portsmouth on 125 Bow Street. It produces 4-6 shows yearly. For more information call 433-4472.

UNH Theater and Dance Department

This department sponsors numerous plays, musicals, and recitals throughout the year. Call 862-2290 for more information.

Online Resources

<http://www.unhmub.com/>

<http://campusrec.unh.edu/>

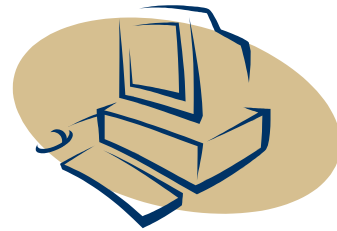
<http://www.whittcenter.com/>

<http://www.unhwildcats.com/>

<http://www.portsmouthnh.com/>

<http://www.portsmouthnh.com/dining/>

<http://www.portsmouthnh.com/movies/index.cfm>

**COMMUNITY RESOURCES (Cont.)****Banks**

See your local yellow pages.

Child Care

The following is a list of child care centers in Durham:

Growing Places – Woodside Apartment Community Center is located in the Community Center at Woodside Apartments on Strafford Avenue. Children ages 2½ - 4 years old can be part of their preschool program while children 4 - 6 years of age are eligible for the pre-kindergarten program. In addition, the center runs an after school program called "Our Time" located at the Oyster River Middle School from 2:30pm - 6:15pm for children in grades 5 - 8. There is also a program at Moharimet Elementary from 3pm – 6pm for children in kindergarten to 4th grade. In the summer the center runs a summer day camp with field trips and swimming. For more information call 868-5674 or stop by.

Growing Places – Packer's Falls

Packer's Fall Rd., Durham NH 03824

659-2220

Ages: 2½ - 4 for preschool program and 4 - 6 years old for pre-kindergarten program

Growing Places – Infant Toddler Site

56 Pinkham Road, Lee, NH 03821

868-1335

Ages: 6 weeks - 3 years old

The Child Study and Development Center

The CSDS is a nationally accredited laboratory school affiliated with the Department of Family Studies at the University of New Hampshire. The center is supported by its tuition revenues and by University funds.

22 O'Kane Road Durham, NH 03824-3536

Phone: (603) 862-2835 |

Fax: (603) 862-0291

Sliding scale based on income

<http://csdc.unh.edu/>

Driver's License

For information about obtaining a New Hampshire driver's license contact the New Hampshire Department of Motor Vehicles on Dover Point Road in Dover, New Hampshire at 749-4471.

Grocery Shopping

Dover

Hannaford Super Market

Central Ave., Dover NH, 749-9232

Large supermarket with their own bakery. Open 24 hours with reduced hours on Saturday evenings and Sundays.



Shaw's Supermarket

851 Central Ave., Dover NH, 749-5389

Large supermarket with their own bakery. Open 24 hours with reduced hours on Saturday evenings and Sundays.

Janetos Market

Main Street, Dover NH, 742-9721

Small neighborhood grocery store known for their fresh meat and deli service.

Fiddlehead Farms Marketplace

920 Central Ave., Dover NH, 749-9800

Very large variety of fruits and vegetables reasonably priced.

Tuttle's Red Barn

Dover Point Rd., Dover NH, 742-4313

Country store with a wide variety of produce, specialty foods, plants, and gifts.

Durham

Store 24

Madbury Road, Durham NH, 868-2121
Convenience store open 24 hours.

Durham Market Place

Mill Road, Durham NH, 868-2500
Large supermarket with an excellent selection of organic and natural foods as well as locally grown produce and meat.

Campus Convenience

Main Street, Durham NH, 868-6077
Convenience store selling submarine sandwiches.

Lee

Market Basket

Route 4 at Route 125/Lee Traffic Circle, Lee NH, 868-3030.
Large supermarket.

Grocery Shopping (Cont.)

Portsmouth

BJ's Wholesale Club

1801 Woodbury Ave., Portsmouth NH, 427-0400
Discounted bulk food, beverages, appliances, clothes, and household items.

Lo's Seafood and Oriental Market

1976 Woodbury Ave., Portsmouth NH, 431-0022
Good selection of oriental food.

Market Basket

1465 Woodbury Ave., Portsmouth NH, 436-0413
Large supermarket.

Shaw's Supermarket

Woodbury Ave., Portsmouth NH, 436-0323
Large supermarket.

Health Care



Hospitals

Wentworth-Douglass Hospital

Central Avenue, Dover NH, 742-5252

UNH Health Services

Health Services Building, Durham NH, 862-1530

A variety of health care services priced according to UNH status and type of health insurance. Call for details.

Exeter Hospital

10 Buzzell Ave, Exeter NH, 778-7311

Portsmouth Regional Hospital

333 Borthwick Ave., Portsmouth NH, 436-5110

Health Care (Cont.)

Mental Health Facilities

Strafford Guidance Center

130 Central Ave, Dover NH, 749-3244

Portsmouth Pavilion

333 Borthwick Ave., Portsmouth NH, 1-800-924-1086

UNH Counseling Center

Schofield House, Durham NH, 862-2090

Wide array of counseling serviced priced depending on UNH status and type of health insurance. Call for details.

Physicians

Wentworth-Douglass Hospital Physician Referral Service

740-2DRS

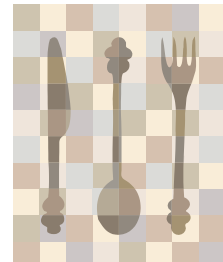
Portsmouth Regional Hospital Referral Service

1-800-265-8624

Restaurants

See local yellow pages for a variety of dining establishments in the area. You can also visit the following website:

<http://www.portsmouthnh.com/dining/index.cfm>



Schools

Mast Way Elementary School

Mast Road, Lee NH

659-3001

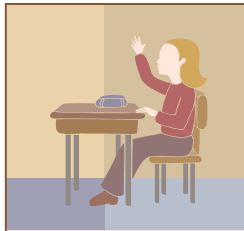
Ages: Kindergarten – 4th grade

Moharimet Elementary School

Route 155, Madbury NH

742-2900

Ages: Kindergarten – 4th grade



Oyster River Middle School

Garrison Ave., Durham NH

868-2820

Ages: 5th grade – 8th grade

Oyster River High School

Coe Drive, Durham NH

868-2375

Ages: 9th grade – 12th grade

Transportation

Ground

Wildcat Transit

Unlike many rural areas, the local area has a public transportation network operated by Wildcat Transit through the University of New Hampshire. It serves surrounding areas including Durham, Dover, Portsmouth, Newington (shopping malls), Newmarket, Rochester, and Somersworth. The cost of riding on Wildcat Transit is inexpensive or free depending on your UNH status. A route map and schedule is available in the Forest Park office or you can call the Wildcat Transit office at 862-2328. Or visit the World Wide Web at: <http://www.unh.edu/transportation/>

C & J Trailways

This bus system operates service to Logan Airport in Boston and downtown Boston from Dover, Durham, Pease (Newington), and Newburyport, MA. Buses run often. For a schedule call C & J in Dover at 1(800)258-7111 or visit the World Wide Web at:

<http://www.cjtrailways.com/>

Campus Shuttle

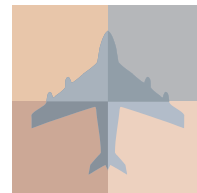
This bus system runs only between various parts of campus. The free service is run by UNH and makes three basic loops around campus every fifteen minutes during the school year. Go to <http://www.unh.edu/transportation/wildcat/index.htm> on the World Wide Web for more details.

Amtrack: The Downeaster

The Downeaster operates four round-trips daily between Portland and Boston, serving 8 communities in between, including Durham. For more details please visit them on the World Wide Web at: <http://www.thedowneaster.com>

Air

Pease Airport currently has limited passenger service provided by Pan Am Airlines. It is located approximately 20 minutes away in Newington, NH. For information call 1-800-FLYPANAM (although there is an extra number in the phone number, the call will go to Pan Am). You can also visit them on the World Wide Web at: <http://www.flypanam.com/>



Manchester Airport is a 45 minute drive away in Manchester, NH. It is serviced by many airlines and is growing in size. The airport is easy to get to and has ample parking. For more information call respective airlines. You can visit them on the World Wide Web at: <http://www.flymanchester.com/>

Logan International Airport is located approximately an 1 hour away in Boston, MA. The airport can be reached by plane from Manchester, C & J Trailways bus, or by car. For more information, contact the respective airlines. You can visit them on the World Wide Web at: <http://www.massport.com/logan/>

UNH – A BRIEF HISTORY



Below are significant events in the history of the New Hampshire College of Agriculture and the Mechanic Arts taken from the following web site:

<http://www.izaak.unh.edu/>

1856 -On February 12, Benjamin Thompson signed his will leaving his estate with assets over \$400,000 to the state of New Hampshire to establish an agricultural school in Durham.

1862 -Morrill Act signed by Abraham Lincoln on July 2nd. This act granted each state 30,000 acres of public lands for each of its senators and representatives. The income from the sale of this land would be used "for the endowment, support, and maintenance of at least one college" to teach agriculture and the mechanic arts.

1864 -Report to the legislature proposed three alternatives for consideration as locations for the agricultural college. These three were: Dartmouth College, Lyme, NH (as a result of an offer by General David Culver), and at the state farm connected with the House of Reformation at Manchester.

1866 -Governor Frederick Smyth signed a bill on July 7th providing for the incorporation of the New Hampshire College of Agriculture and the Mechanic Arts. NHC was then established as part of Dartmouth College.



-On September 28th, the Trustees held their first meeting. The original

board consisted of five members chosen by the state and four chosen by Dartmouth College.

- 1868** -The final contract was signed with Dartmouth College on April 7th providing for use of Dartmouth College equipment by the agricultural students and an exchange of professors between the two schools. However, the colleges were to retain their separate identities.



-Ezekiel Webster Dimond was elected by the Board of Trustees, on April 28, to serve as the first professor of the College. He arrived in Hanover, NH on August 1, 1868.

-On September 4th, ten men registered for classes. Two of these men returned for their second year. One more student joined later, thus giving the Class of 1871 three members.

- 1870** -The cornerstone was laid in Hanover for Culver Hall by Governor Onslow Stearns on June 23. Culver Hall was the first building owned by the College. It was sold to Dartmouth College when the agricultural college moved to Durham.

- 1872** -In the fall, thirty-three students enrolled for classes. This number was not matched for a decade.

- 1873** -In May, construction started on Conant Hall. Total cost was estimated at \$22,358. Conant Hall was opened in 1874.



- 1877** -The school year was increased to thirty-eight weeks.

- 1880** -First meeting of the graduates of the New Hampshire College of Agriculture and the Mechanic Arts was held on March 23rd, at the City Hotel in Keene, NH.

- 1883** -Regular academic program was increased to four years.

- 1885** -The state legislature appointed a committee to investigate the feasibility of moving the agricultural college from Hanover to a new location.

- 1887** -The Hatch Act was passed on March 2nd, setting up agricultural experiment stations throughout the country. The act gave federal financial support for experimental work and employee salaries, and permitted the College to set up its own Agricultural Experiment Station to benefit New Hampshire farmers directly.

- 1888** -On February 22, 1888, George H. Witcher was appointed to serve as the first director of the Agricultural Experiment Station.

- 1890** -Benjamin Thompson died on January 30, and his will became public. His will stated that the state of New Hampshire should hold his estate for twenty years and guarantee a compound interest of four percent on its appraised net value. This fund was called the Benjamin Thompson Trust Fund. Also, Thompson's will stipulated a second fund for which the state was required to appropriate \$3,000 annually for twenty years to be used for equipping the college.

-Second Morrill Act was passed on August 30th.

1891 -Lucy Swallow and Delia Brown became the first female students of the College. Neither graduated as the college moved to Durham before they had completed their degrees.

-Despite some opposition, Governor Hiram A. Tuttle signed the act accepting the conditions of Benjamin Thompson's will on March 5th. If the will had not been accepted, the offer would have gone first to Massachusetts, then Michigan.

-On April 10th, a bill was signed by Governor Hiram A. Tuttle providing for the removal of the New Hampshire College of Agriculture and the Mechanic Arts from Hanover to Durham. It also stated that the Agricultural Experiment Station should move to Durham.

1892 -Excited over the prospects of leaving Hanover, the Class of 1892 held its commencement exercises in the unfinished barn on the Durham campus. This class had never taken a course in Durham.

1893 -On April 18th, The Board of Trustees voted to "authorize the faculty to make all the arrangements for the packing and removal of college property at Hanover to Durham."



-On May 18th, Reverend Charles Sumner Murkland was chosen as the first president of the New Hampshire College of Agriculture and the Mechanic Arts. Although there was no question that he was a scholar, many thought that he lacked the proper agricultural background to head the agricultural school.

-Classes started in the fall in Durham, and the enrollment consisted of fifty-one freshmen and thirteen upperclassmen.

-On August 30th, the New Hampshire College of Agriculture and the Mechanic Arts celebrated the dedication of the campus in Durham. Charles Murkland was also inaugurated on this day.

-Frederick P. Comings of Lee was elected as the first alumnus to serve as a trustee of the New Hampshire College of Agriculture and the Mechanic Arts.

1923 -The New Hampshire College of Agriculture and the Mechanic Arts becomes the University of New Hampshire under President Ralph Dorn Hetzel.

