

# Township Village Association

## **General Information And Rules Package**

# TOWNSHIP VILLAGE ASSOCIATION

This packet has been prepared courtesy of Township Village Association’s Board of Trustees and Taylor Management Company.

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# **Welcome to the Township Village Association.**

## **INTRODUCTION**

Taylor Management Company is honored to be the managing agent for The Township Village Association and looks forward to serving your community. You have purchased one of the highest quality homes available in a community association setting. We would like to extend our most sincere congratulations and best wishes for many years of enjoyment.

As a new home owner at Township Village, you automatically become a member of The Township Village Association. The information contained in this booklet will familiarize you with the functions and responsibilities of your Association and the part that you will play, to assure that the Association is operating effectively to protect your investment and the preservation of the common areas.

The association for your community can be described as a miniature government and the By-Laws are the administrative documents by which the association is governed. Through your voting power, you as a unit owner are encouraged to become involved in the enhancement of the common areas.

You have purchased a home in a community that will provide you with many years of enjoyment and it is our intent to ensure that this goal is continually achieved.

Very truly yours,

Paul A. Santoriello  
President  
Taylor Management Company

## **WHAT IS THE CONDOMINIUM ASSOCIATION'S FUNCTION?**

The responsibility of the Association is to maintain, preserve, and control the common or shared areas of the association, protect the investment and enhance the value of the property owned by the members.

The Association provides for maintenance of the landscaping, snow removal, parking areas, water, heat and common area electricity.

The functions of the association do not include maintaining the interior of the individual homes with regard to appliances or decorated surfaces (carpeting, painting, tiles, wallpaper, etc.).

Homeowners are responsible for all utilities and pipelines servicing their specific unit, the interior walls and partitions of the unit and also the inner decorated and/or finished surfaces of the perimeter walls and floors.

## **REGULATIONS OF THE ASSOCIATION**

The By-Laws of The Township Village Association are intended to govern the administration of the Association. Through the By-Laws, the Board of Trustees (discussed in the following section) provides for the management, administration, and maintenance of the common areas of The Township Village Association.

The By-Laws disclose the guidelines for activities such as meetings, elections of the Board of Trustees, board member responsibilities, budgeting, and management.

An important thing to remember about a community association is that it is a business. To be successful, it must be operated as such and have sound financial management. This includes establishing good financial and record keeping practices, establishing practical budgets and assessments, and collecting assessments from all members.

## **BOARD OF TRUSTEES**

The Board of Trustees is responsible for the property, affairs and business of the Association and it possesses the authority outlined in the Certificate of Incorporation, the master deed and the By-Laws, which are all contained in your public offering statement.

The Board of Trustees consists of five positions held by:

Mary Ann Crosby

Dan Carey

Andrew Palmer

Rick Krueger

Midge Vandalinda

Holding a position on the Board is not for every unit owner, although every unit owner is involved in the association in some manner. Involvement for you may mean that you pay your assessment on time, cooperate with the association, and participate where you will be most effective, even if you only vote at the annual meeting. You may also take a more active role by serving on a committee -- both you and the association will benefit.

## **ASSESSMENTS**

Your assessments are based upon the budget developed by your Board of Trustees and the proportionate interest in common elements for your unit type. The Association's operating budget will typically be modified on an annual basis by the Board of Trustees, depending upon present and future financial information.

Assessments are paid on a monthly basis and are due on the first of each month.

The association is responsible for paying utility bills, the master insurance policy premiums and other vital services. It is critically important that homeowners pay their monthly assessments promptly so that the association can run smoothly.

## **RULES AND REGULATIONS**

When any group of people shares property, rules must be established. The enforcement of these rules is essential in order to preserve property values in the community.

When the developer initially planned the community, a set of legal documents were prepared to establish the community association, govern its operation, and provide rules for all units in the community. These legal documents are contained in your public offering statement and consist of the following:

Articles of Incorporation: Establish the association and its purpose, structure and powers.

By-Laws: Establish rules for the operation of the association through the officers, Board of Trustees, committees and membership meetings.

Master Deed and Protective Covenants: Detail each owner's property rights and the restrictions on use of the property, as well as the rights and obligations in the Community Association. The regulations are set up to protect property values and to maintain the appearance and integrity of the community. From the time you take title to your new home, you are legally bound to these governing documents.



## **ARCHITECTURAL CONTROLS**

The governing documents provide for architectural control by the Association. These controls are not set up to stifle your individual creativity, but rather to assure that the integrity of the original community design is preserved.

No changes may be initiated without written approval from the Board of Trustees.

If you wish to make any of the aforementioned changes, please direct your request in writing to the management office. Failure to comply with this policy will constitute a violation.

## **DOING YOUR PART**

The key to a successful association is the support and enthusiasm of the membership -- and since you are a member, that means you. Again and again, association leaders say that member apathy is the plague of the association -- This is true. Without the involvement of its members, the association cannot operate successfully.

Be actively involved in the Association ... serve on the Board, head up a committee, lend your talent where it will be the most useful. You can also help the association by doing these three things:

1. Pay your association assessment on time.
2. Be cooperative, follow the rules and help where you can.
3. Participate in a meaningful way.

Again, the value of your home investment and the quality of your community depend on your Community Association ... and the success of the association depends on you. Give it all you can.

## INSURANCE

In addition to the maintenance of your home, adequate insurance coverage is essential.

The Township Village Association has secured insurance coverage for the association and the common area property.

As a homeowner you should consult an insurance agent to provide you with insurance coverage for real and personal property not covered by the association's insurance policy.

To assist you in this concern, please contact *Taylor Management Company* if you have any questions in your efforts to secure complete coverage.

## **RENTERS**

Each year many families are faced with the need to relocate either temporarily or permanently. The question arises: "What shall we do with our home? Do we have to sell, or can we rent it?"

Renters come under the same rules and regulations as each resident owner and accordingly, have the same privileges of use of shared property. The resident tenant should be made aware of his or her responsibilities and it behooves the owner to define these terms in a clearly drawn lease. A copy of the Association rules should be provided to your tenant and made part of your lease.

Copies of all leases or other arrangements for use and/or occupancy must be furnished to the condominium association before the term or period of the lease or arrangement begins. The master deed of the association contains certain restrictions regarding rented units and you should review these and/or call Taylor Management Company for assistance.

Remember, it is your property and your standing in the association that is at stake.

## **RESALES**

Sooner or later, you may wish to sell your unit. This is an important time for any homeowner and you should proceed carefully.

First, check the legal documents; there are rules governing sales. When you sell your unit, you are responsible for informing the new owner about the Community Association, how it operates and what the individual resident's responsibilities are. Special care should be taken to explain the assessment and the rules and regulations. It is also your responsibility to give the new owner the public offering statement that was provided by the developer upon the initial sale of the unit.

Please contact Taylor Management Company when a date has been set for the sale of your home. There are important administrative requirements at closing and Taylor Management provides the required information on behalf of the Association.

## **MANAGEMENT**

Smooth and efficient management means less worry for the homeowner and assures that property values will be maintained.

Taylor Management Company is responsible for the management of the day-to-day operations of the community and the delivery of all services including:

- Grounds Maintenance
- Building Maintenance (exterior)
- Grass Cutting
- Snow Removal
- Assessment Collection
- Accounts Payable
- Preparation of Financial Statements
- Preparation of Budget
- Processing of Homeowner Requests

Taylor Management Company's office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. The telephone number is (973) 267-9000. After 5:00 p.m., emergency calls will be handled by an emergency service. The emergency service number is 1-888-992-9288.

## **REQUEST FOR SERVICE**

No type of communication is complete without a method for processing requests and airing disputes and grievances.

The managing agent for The Township Village Association is *Taylor Management Company*. Its role is to serve as the administrative arm of your Board of Trustees, and it is your primary channel for communicating with the association.

It is best if your requests are submitted in writing. This includes requests to modify your unit, report a violation of the rules, or to communicate any area of concern. Items of a more routine nature can be taken by telephone.

Alternatively, you can mail your requests to:

Township Village Association, Inc.  
c/o Taylor Management Company  
80 S. Jefferson Rd.  
2<sup>nd</sup> Floor  
Whippany, NJ 07981

**TOWNSHIP VILLAGE ASSOCIATION**

***Service Request, Rule Violation  
and Complaint Report***

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address : \_\_\_\_\_ Unit No.: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Nature of service request, rule violation or complaint. Please be specific:

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If you are reporting a grievance against another unit owner, please list their name and unit number. After completing report, submit it to Taylor Management Company at the following address:

Township Village Association  
c/o TAYLOR MANAGEMENT CO.  
80 S. Jefferson Rd.  
2<sup>nd</sup> Floor  
Whippany, NJ 07981

All correspondence of this nature will be forwarded to the Board of Trustees.



**TOWNSHIP VILLAGE ASSOCIATION**

**IMPORTANT TELEPHONE NUMBERS**

Taylor Management Company -----973-267-9000  
Taylor Management After Hours-----888-992-9288\*\*  
Mike Miranda (Emergency Pager)-----973-937-8171  
Emergency Police & Fire-----911  
Town Clerk-----973-326-7430  
Hospital -----973-971-5000  
Poison Control-----800-962-1253  
Public Service Electric & Gas -----973-538-7000  
JCP&L -----800-662-3155  
SMCMUA -----973-326-6880

**EMERGENCY**

**911**

*\*\*Taylor Management after hours number is to be used for urgent maintenance issues that arise outside of usual business hours.*

# TOWNSHIP VILLAGE ASSOCIATION

## RULES AND REGULATIONS

Welcome to the Township Village Association, a Condominium Community. Your Association has prepared this handbook in order to assist and inform homeowners and residents with the many aspects of community living. Please read this handbook and refer to it for information regarding your community.

It is the goal of The Township Village Association to help set forth rules and regulations and establish guidelines for all residents to follow, and that these guidelines help to ensure continuity of the exterior appearance of Township Village. These rules and regulations are based on the Master Deed and By-Laws (a part of the "Public Offering Statement" presented to all unit owners). Please read and become familiar with the Master Deed and By-laws that was given to you when you signed your contract.

### PLEASE NOTE THE FOLLOWING:

**After due warning**, any resident or unit occupant who continues to violate, fails, or refuses to comply with any of the following stated rules and those included in the Master Deed and By-Laws shall be liable to pay a fine to the Association of no more than twenty-five dollars (\$25.00) per violation and may be subjected to appropriate sanctions. Each day of a violation will be deemed to constitute a new violation for the purposes of these Rules and Regulations and calculation of fines. Fines are assessed to the account of the homeowner. Unit Owners shall be given at least ten (10) days prior notice and afforded an opportunity to be heard, with or without counsel, with respect to the violation(s) asserted.

It shall be the responsibility of all residents of the community to promptly report violations of the Rules and Regulations to the Association's Property Management Office. Forms may be found in section B of this package.

Please note that the association does not involve itself in disputes between homeowners. Homeowners who are unable to resolve their differences may request a third-party mediation process called ADR (Alternate Dispute Resolution).

## GENERAL RULES

Following are the Rules and Regulations of The Township Village Association that are currently in effect.

Please note, however, that any or all of same are subject to modification or termination at any time or that other rules and regulations may ultimately be established if same are deemed desirable or appropriate by a proper vote of the board of trustees or members of the homeowners' association.

1. All pets must be kept on a leash at all times
2. All pet owners are responsible to pick up immediately after their pet.
3. All residents must adhere to the garbage and recycling regulations.
4. No baseball, stickball, or other games are permitted to be played on community streets.
5. Absolutely no commercial business is to be conducted from any home.
6. TVs, stereos and radios shall be turned low after 10:00 P.M.
7. Plants and planters are allowed only on decks, patios and front porticos, not on window sills.
8. No unit owner shall install any window air conditioner, window fan, or any similar cooling, heating or ventilating device in any window or other exterior opening of a unit.
9. No exterior radio, short-wave radio, television or electronic antenna or satellite dishes will be erected, maintained or operated upon any of the buildings without Board permission. No exterior loudspeaker, portable radio or unshielded floodlight will be installed or used in any exterior area of any unit.
10. Nothing may be done or kept in the unit that poses a hazard which will increase rates of insurance on any building.
11. No Unit Owner may change the outer appearance or modify any structural wall within the unit without prior permission from the Board.
12. No portion of the common elements or other portion of the condominium shall be used or maintained for the dumping of rubbish or debris except in designated dumpster disposal areas.

13. No vehicles larger than a panel truck and no mobile home, recreational vehicle, boat or trailer may be parked on any part of the condominium property without the prior written consent of the board.
14. All units must be heated to the extent necessary to prevent damage from frozen temperatures during the months of October through April, inclusive, regardless of whether or not occupied.
15. Each unit owner shall give the board timely notice of their intent to list his/her unit for sale.

## **PARKING AND OPERATION OF VEHICLES**

1. The Board of Trustees shall have the right to remove vehicles that are parked in violation of these rules or any other rule at the expense of the respective owner.
2. No resident or their guests may park in any numbered space that does not correspond to their unit or the unit they are visiting.
3. Trucks or other commercial vehicles shall not park overnight at any home or parking lot, driveway or street.
4. No commercial vehicle, mobile home, recreational vehicle, boat or boat trailer may park on the condominium property.
5. No parking on the street except where approved by the Township of Morristown.
6. No motorized bike, moped, dirt bike, motorcycle or all-terrain vehicle allowed without a license and then only on roadways and parking areas.
7. Bicycles and tricycles are considered vehicles, and must travel on Community roads the same as an automobile, observing all stop signs, and travel on the right-hand side of the road. They must be equipped with headlight and rear light for night riding.
8. Residents are responsible for informing their guests and workmen of parking rules.

## UNIT OCCUPANCY

### Sales and Leasing

1. Owners who rent their units are responsible for apprising their tenants of the Rules and Regulations set forth by the Condominium Association and are liable for any fines imposed on their tenants by the Association.
2. Additional Rules and Regulations concerning owners' and renters' responsibilities are set forth in the Master Deed and By-Laws (a part of the "Public Offering Statement ") of the Association.
3. No "For Sale" signs are to be displayed inside or outside of any unit except on the day of an open house.

## **GARBAGE, RUBBISH AND DEBRIS**

1. No portion of the condominium property shall be used or maintained for the dumping of rubbish, debris or garbage. No compost piles are permitted.
2. Trash and garbage shall be kept in sealed plastic bags and placed in the appropriate containers.
3. Receptacles such as metal or plastic garbage cans shall not be permitted to stand along the outside wall of buildings.
4. All recycling must be deposited in the blue containers. All newspapers and cardboard must be bundled and tied and placed in the recycling shed.

## **PETS**

1. Pet owners are required to immediately clean up after their pets.
2. All pets must be on a leash of not more than six (6) feet or carried at all times.
3. The owner shall compensate any person hurt or bitten by any pet and shall hold the Association harmless for any claim resulting from any action of their pet.
4. All pets shall be registered, inoculated and neutered as required by state or municipal law.



## UNIT MODIFICATION/INSTALLATION REQUEST FORM

The Association's Master Deed requires approval by the Association's Board of Trustees for any alterations in a unit before the work has begun. Association approval is not required for minor repairs or redecorating the interior of the unit.

Attached is a Property Modification Application form. Please complete the form and submit it to

Township Village Association

c/o TAYLOR MANAGEMENT CO. in *duplicate*. This form **MUST** be completed in its entirety before it will be submitted to the Board.

**Note:** Owners cannot paint, decorate, or change the exterior appearance of the Unit.

## PROPERTY MODIFICATION APPLICATION

APPLICATION DATE: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

The undersigned hereby applies for approval to make modifications to Unit # \_\_\_\_\_ or the appurtenant limited common areas.

**I/We authorize and represent the following:**

1. I/We are the lawful owners of the premises.
2. I/We hereby authorize the Covenants Committee, the Board of Trustees or the designee to inspect the premises concerning this application, upon reasonable notice and reasonable hours.
3. I/We agree to abide by all the terms and conditions of the approval procedures, the Declaration of Covenants, Condition, and Restriction, the By-Laws, and Rules and Regulations of the Association as they apply to this application. We also authorize the Board to employ, engage, or hire any professional consulting entity that they deem reasonably necessary to properly review this application, the cost of which will be charged to us provided that there is prior notification and agreement is received from us.

**PLEASE COMPLETE BOTH PAGES OF THIS FORM --  
OWNER'S SIGNATURE IS REQUIRED**

**NARRATIVE DESCRIPTION OF MODIFICATION**

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Where appropriate attach the following:

(Please check)

- Manufacturer's Brochure
- Photo of Property Scale Drawing
- Rendering of Modification (Drawing with Dimensions)
- Name of Contractor
- Building Permit from Municipality or Application for Permit
- Filing Fee
- Certificate of Insurance from Contractor (Liability and Workers' Compensation)
- Specification for Material
- Copy of Courtesy Letter to Neighbors Informing Them of Your Intentions

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Signature of Owner

Date

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Signature of Owner

Date

Permission is granted provided the applicant abides by the stipulations listed on the attached sheets.

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Date

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Signature of Association/Committee Member