

Rules and Regulations

As established by the

Westwood Village Condominium Association, Inc.

in accordance with its By-laws and Master Deed

June 2011

The following pages outline the rules and regulations governing Westwood Village Condominium Association, based upon the Master Deed. It is expected that you, as owner or tenant or any member of your household and/or visitor will abide by these rules. These rules will be enforced; any violation of these rules will result in a fine of \$25 per occurrence, assessed against the owner of the unit.

Any concerns regarding these rules and regulations should be addressed to our Property Management Company along with any maintenance issues. Their contact information is as follows:

C/O Sterling Property Management Services, LLC
P.O. Box 8506 Red Bank, NJ 07701
Phone: 732 741-5517 / Fax: 732 741-4212
www.sterlingpropertymgmt.com

Financial Manager
Community & Financial Services, LLC
503 Broadway
Long Branch, NJ 07740
Phone: 732-870-0006 / Fax 732-870-0035

GENERAL HOUSEKEEPING AND GROUNDS

1. THE LAUNDRY ROOM IS OPEN FROM 8:00 A.M. TO 8:00 P.M. FROM MONDAY THROUGH SATURDAY AND 8:00 A.M. TO 6:00 P.M. ON SUNDAY. The laundry room will close on major holidays and/or the eves of some holidays. If you are found in the laundry room outside of these hours, the police department will be notified of an intrusion.
2. Owners who have installed washer/dryer appliances must provide proof to the property manager of correct installation by a licensed contractor. Proof shall be in the form of a receipt signed by the installing party detailing that installation and venting of appliance. Any damage to the common areas resulting from improper installation will be charged to the unit owner.
3. No loud music, television and/or radio after 10:00 p.m.
4. No loitering in the parking lot or common grounds of WV after 10:00 p.m.
5. During the winter months, units must be maintained at a minimum temperature of 50 degrees.
6. Ball playing of any kind is prohibited on the grounds of Westwood Village, including the parking lot. The schoolyard and field are close by and should be utilized for play.
7. Absolutely no personal property (including bicycles) may be left/stored in the common areas; defined as common hallways, stairwells, stair landings, outside stoop or attic space. Violators may be subjected to fines from the City of Long Branch Fire Department (up to \$1000) in addition to those levied by the Association.
8. No noxious, immoral, improper, unlawful or offensive activities will be tolerated on, in or around the property of WV or in any unit.
9. No unit shall be occupied or resided in permanently by more than two persons per each bedroom with the exception of a child two years of age or younger.
10. All unit renovations must be registered with the property management office. All paperwork including required permits must be submitted and approved by the Board of Trustees prior to the commencement of any work. An inspection by the property manager must be scheduled after the work is completed.
11. There is no unauthorized access to the crawl spaces. Please schedule an appointment with the management office if access is needed.
12. All window screens must be in good condition. All replacement windows must have the six (6) panel grids in them. Windows must also have some type of covering such as curtains or shades.
13. Please schedule an appointment with the management company for any access needed by cable, telephone, satellite or other outside installers and contractors.
14. All air conditioning units must be the type specified for sleeve installation (thru the wall) and they must fit snugly into the sleeve. No window or wall units are allowed.
15. Common hallway doors and windows should not be propped or left open for any reason as this poses both security and fire risks.

16. **Satellite Dish Policy:**

Westwood Village strictly enforces its policy pertaining to installation of satellite dishes. This policy states:

"The property manager must be notified prior to and present at any and all satellite dish installations. Should a satellite dish be installed on common property the dish will have to be removed at your own expense and re-installed in accordance with the satellite policy. Should the initial installation have caused damage to any of the common property you will also be responsible for the cost of repairing such common element(s)."

This does not reveal the satellite dish policy in its entirety, should you need a complete copy of said policy you may request a copy from the management office.

DISPOSABLES

1. For those people using hypodermic needles, i.e., diabetics, state law requires that used syringes be disposed of in the proper container and not thrown in with garbage and/or trash.
2. Tie up your newspapers.
3. Plastic bag your wet garbage and deposit into the dumpsters provided. No garbage is to be left outside the units.
4. When disposing of recyclables such as bottles, cans, plastics, etc., remove the outer carton, bag, etc. before dumping these items into the proper barrels. The Long Branch Sanitation Department will not empty the barrels if they contain paper or plastic bags.
5. Furniture and other large items must be placed at entrance of Eastbourne Avenue on either Tuesday afternoons or early morning on Wednesdays for pick-up by the Long Branch Sanitation Department. **Do not place furniture or appliances next to dumpster.**

PARKING

1. Your unit has been assigned one designated parking space; visitor parking is available in those spaces marked as "Visitor."
2. All vehicles must have a current valid registration and must be in operating condition. Unlicensed/registered vehicles will be towed at the owners' expense.
3. No cars are to be parked illegally in another unit owners lettered parking spot or in a Fire Zone area. The owner has the right to have the vehicle in question towed.
4. No cars are to park in front of the dumpster area preventing the Sanitation Department from picking up garbage.

5. No car repairs with the exception of minor adjustments and tire changes shall take place anywhere on the property. Washing of any vehicle, i.e., cars, trucks, boats, etc. is NOT permitted in the parking lot or anywhere on our grounds.
6. Delivery trucks such as UPS, FedEx and moving vans are permitted to stand in parking lot for the length of time it takes them to unload or load.
7. Absolutely no commercial vehicles may be parked overnight in a visitor spot. If you have two vehicles and one of them is a commercial vehicle the commercial vehicle must be parked in your assigned spot and the regular vehicle in a visitor spot. Should you have a contractor visiting your unit to do work, they, upon checking in with the property manager, will be issued a visitor tag that will prevent them from being towed.
8. All moves into or out of units must be scheduled with the Property Manager at least 48 hours prior to the move. No moving vans are permitted to park on grassy areas without the express permission of the Property Manager.
9. There is to be no honking of taxi or car horns. Be waiting when taxis or friends come to pick you up.

SECURITY

1. Front doors and windows of common hallways are to be kept CLOSED 24 hours a day in order to prevent rain or snow from collecting on the inside floor of the hallway and LOCKED in order to prevent unwanted people and animals from entering your home.
2. No resident or tenant may alter any lock or install a new lock on the common door entrances to the hallways. Should an emergency present itself and entrance into your unit is required, you are responsible for the contact of a locksmith and for any and all damage to your unit or common area that is sustained upon entry.
3. Residents are not permitted to enter any maintenance area such as the boiler room, superintendent's office, maintenance shop, etc. Only authorized employees, repairmen and other persons authorized by the Property Manager shall be permitted in these areas.
4. Any contractor hired by you to work on your unit must first check in with the property manager in order to gain access to maintenance areas. Any damage caused to another unit or common area, caused by your contractor, will result in a fine of \$500, depending on the loss to those affected.

APPEARANCE

1. No clothing, bed linens, laundry, signs, advertisements or the like are allowed to be displayed in front of or from any unit or anywhere on the grounds of WV. Any informational flyers should be presented to the Property Manager for distribution.
2. No tenant or occupant shall burn, chop or cut anything on, over or above the common elements.
3. Cigarette butts are not to be discarded on any grassy area.

4. Removal, transplantation or otherwise tampering with natural foliage or vegetation planted by the Association or residents is strictly prohibited.

PETS

1. **Effective immediately, homeowners only are allowed pets.** Those pets that are currently owned by tenants will be allowed to remain until their death or departure; however, no new animals may be brought into the unit by a tenant.
2. Pets must be under 25 pounds and limited to no more than two pets per unit.
3. No Pit Bull, Rottweiler, Doberman, Presa Canario or vicious, exotic, dangerous or unusual pet breeds are allowed. This includes, but is not limited to snakes, monkeys, pigs, etc. The Board of Trustees has the sole authority to decide if a pet is acceptable in Westwood Village.
4. No pet shall be permitted to be a substantial and/or repetitive nuisance to any owner, resident or guest. The Board of Trustees has the sole authority to decide if a reported nuisance is meaningful or frivolous and act upon it accordingly.
5. Homeowners who walk or exercise their pet outside their unit are required to walk the pet on a leash at all times. The leash may not exceed eight feet in length. No pet may be allowed out of doors in the community without a leash and its owner present. Pets may not be left unattended, nor any outside food, water or shelter permitted. If there are more than two violations of this section the pet must be removed from the community.
6. All dogs must be curbed and all solid waste must be cleaned up immediately by the owner or person in custody of the pet. This means that pets are not permitted to be walked more than two feet from the curb line onto the grass, but always as close to the curb as possible and never in the planting beds. Pets should not be permitted to relieve themselves in areas near units, or in planting or tree beds. Not cleaning up after your pet incurs a fine against the owner of the unit in question.
7. All pets must be registered with the Property Management office. The office is to be advised of the death of a pet and size and type of its replacement (if any).
8. All Borough Ordinances for inoculation and licensing of pets must be observed. Cats and dogs must be inoculated and licensed in accordance with the law.
9. In the case of a violation of the pet policy, a letter will be sent to the homeowner stating the nature of the offense. The homeowner will be given the opportunity to respond to the letter. If, in the opinion of the Board of Trustees a violation of the pet policy involves any type of pet aggression, the homeowner will be advised that the offending pet will no longer be permitted on common grounds unless muzzled. In the event this policy is not adhered

to, the pet must be removed from the community.

10. For a visiting pet, the resident is responsible for complying with the pet policy. In the event a pet is not in compliance, particularly in the case of an aggressive pet, the resident will be notified that the pet will not be allowed on common grounds unless it is muzzled. In the event this policy is not adhered to, the pet will not be permitted to return to the community.

RESIDENCY, SALE AND LEASE RULES

1. For a sale, the Unit Owner must submit to the Financial Manager, the following information at least 10 days prior to the closing:
 - a. Notification of the closing date,
 - b. Buyer name
 - c. Closing Attorney contact information.
2. For a rental, the Unit Owner must submit to the Financial Manager a Certificate of Occupancy for each new rental occurrence. Additionally, the Unit Owner must submit to the Financial Manager, the following within 30 days of the executed lease.
 - a) A fully executed copy of the lease (with the rental money blacked out),
 - b) A signed lease addendum attached to the lease,
 - c) Census form filled in,
 - d) Certificate of Occupancy with each occupants name listed.
3. A lease is not required for the husband, wife, mother, father, son, daughter, brother, sister or in-law of the Unit Owner. However, a "Census Form" must be submitted within 30 days of occupancy and can be obtained from the Property Manager.

NOT ALL OF THESE RESTRICTIONS SHALL APPLY TO PROHIBIT REASONABLE ADAPTATION OF ANY UNIT FOR HANDICAP USE.