

LEISURE VILLAGE EAST  
ASSOCIATION

RULES AND REGULATIONS

Revised January 24, 2007

## **RULES AND REGULATIONS: GENERAL**

**All laws, regulations, ordinances of governmental bodies pertaining to the occupancy and use of units shall be observed. Any violation of these rules and regulations is subject to a daily fine until the violation is corrected or removed.**

Leisure Village East is a condominium community. Many of the areas and amenities are held in Common. These rules and regulations are adopted in the spirit of protecting the rights of all the Association members. Failure to comply may result in a fine for disrespecting the common good.

These Rules and Regulations were adopted by resolution of the Board of Trustees at a meeting held on January 28, 2004 in accordance with the N.J.S.A. 46-8D-14 and pursuant to Article V, Section 8, Subparagraph O, of the Association Bylaws.

Owners, residents and guests shall comply with provisions of the Rules and Regulations and with lawful amendments or supplements made to them and promulgated by the Board of Trustees. Compliance will contribute greatly to the safety, health, comfort and well-being of all residents of the community.

Unit owners may examine accounting records and minutes of open meetings during regular Business Hours. (See Bylaws)

### **GENERAL**

**1. Occupancy and use of units:** The apartment units shall be occupied and used as private residential dwellings and conversion to any other use is prohibited. No business, trade or profession shall be conducted in any unit. Garages are to be used for vehicle parking only. Conversion of the garage for any other purpose is ***prohibited***. Personal property storage is allowed to the extent that the vehicle is not displaced to the driveway.

In order to preserve the character of Leisure Village East as an active Adult Community, occupancy of units shall be restricted as follows: (a) to any person of the age of 55 years or over; (b) a husband or wife, regardless of age, residing with his or her spouse, provided the spouse of such person is of the age of 55 or over; or (c) the child or children residing with a permissible occupant, provided the child or children is or are of the age of 19 years or older; or (d) the individual or individuals, regardless of age, residing with and providing physical or economic support to a permissible occupant. Full time occupancy is limited as follows: One bedroom unit: two persons; two bedroom unit: three persons. Unit owners or occupants are required to register the number of persons living in each unit and to notify the administration office of any changes.

**2. Three-foot area:** The Association grants to the home owner/resident the use of the three-foot area around the perimeter of the unit for neat plantings. It is then the owner/residents' responsibility to maintain this area and to follow the architectural guidelines set forth below. No ground cover of any variety shall be planted in the three-foot area. No objects of any kind shall be hung or displayed from rain gutters, soffits, guard rails, or upon the sidewalks or entrance steps leading to a unit. Climbing ivy is prohibited as it interferes with the maintenance of the unit's exterior. Holiday decorations must be removed within a reasonable time. No furniture, benches, flowerbeds, ornamental objects or stones are permitted on common ground. Furniture or articles of any kind shall not be placed on walkways or any other part of the common elements of the Association without prior written permission of the Board of Trustees.

**ARCHITECTURAL GUIDELINES**  
**PERMITTED USE OF THE THREE-FOOT AREA**

- A. Any resident desiring to plant dwarf trees, shrubs or place statues, or materially alter the area surrounding their unit must obtain written permission from the Association. Individual landscaping and decorating shall be limited to a three – foot space surrounding the unit.
- B. Planting or removing a tree in the common area requires the written approval of the Board of Trustees or Community Manager.
- C. Any bedding material placed in the three-foot area must be soft, such as top-soil or mulch. Decorative stones are not permitted.
- D. Edging stones or other material delineating the three-foot area shall not exceed 4" above ground level, and should be an earth tone color.
- E. Newly planted dwarf trees and shrubs must be no taller than five feet in height, and maintained so that the growth does not exceed five feet. A one foot space must be maintained between the plantings and the exterior of the unit to facilitate the painting of the unit or repairs to the siding. It is the resident's responsibility to regularly trim all plants and shrubs, to keep them below the maximum height and distance from the unit.
- F. No plants, flower pots or other objects shall be hung from the soffits, gutters or attached to the leaders of any unit.

**PERMITTED USE OF THE THREE-FOOT AREA** (cont'd....)

- G. Live plantings may only be hung from a shepherd's hook.
- H. Residents should not erect a trellis anywhere.
- I. Any birdfeeders located within the three-foot area must be removed before March 1<sup>st</sup>, and should not be placed outdoors until October 1st.

**3. Signs:** The posting of any "For Sale" signs or advertisements of any kind are forbidden on any part of the unit, area adjacent to the unit, or the common elements of the Association. No open house or garage sales may be held. A bulletin board in Barton Hall is available only to residents for the advertisement of personal items for sale (consult the Recreation Director).

**4. Annoyances:** Loud music or objectionable noises that disturb or tend to disturb residents are not permitted. No rugs or other items shall be dusted, beaten or cleaned in any manner from windows, doorways, garages, patios, or upon the common elements of the Association.

**5. Trash:** No garbage, trash, or debris shall be thrown, dumped, or allowed to remain outside of the garbage receptacles; no trash curbside until the morning of collection, (never on a weekend). Resident shall not bring garbage or refuse from outside the Village in order to use our facilities for disposal. Regulations for garbage and recyclables/newspaper pick-up shall be published and will conform to Lakewood Township and contractors' requirements.

The owner/member will be billed accordingly if the maintenance department deems it necessary to remove trash or debris outside a unit for any reason, including but not limited to the untimely placement of trash for pick-up, the inappropriate placement of trash for pick-up, if any excess trash remains following scheduled pick-up or if any trash is put out which is not permitted to be picked up according to the specifications of Lakewood Township and the contractors' requirements. In the event of non-payment of such a charge a lien may be placed against the unit. *[Effective per Resolution dated November 21, 2006]*

6. **Home Improvements or Modifications to Unit Interior:** No unit owner, occupant or tenant shall make any home improvement or modifications to the interior of any unit within Leisure Village East without prior written approval from the Board of Trustees, the Architectural Standards Committee and, if applicable, the Township of Lakewood. Application for approval shall be made by the Member/unit owner at the Administration Office at which time the name, address, registration or license number and/or copy of registration or license of the proposed contractor shall be provided to the Administrative Office. Only contractors who comply with the New Jersey Contractors' Registration Act will be approved to be used by members of the Association, unit owners, occupants or tenants to make any pre-approved home improvement or modification to the interior of any unit. Contractors who have not complied with the New Jersey Contractors Registration Act will not be given access to the Village until they so comply. Under no circumstance may any member, unit owner, occupant or tenant have the right to paint or otherwise decorate or modify the appearance of any portion of the exterior of a unit in Leisure Village East. In the event a Member/unit owner applies for permission to perform a home improvement himself, or to have a family member perform it, then the Member/unit owner must furnish proof of homeowners insurance (a copy of the current policy declaration page) for the unit to be worked on to the Administration Office with his application for approval.

**Definitions:**

**“Contractor”** means a person engaged in the business of making or selling home improvements and includes a corporation, partnership, association and any other form of business organization or entity, and its officers, representatives, agents and employees.

**“Home Improvement”** means the remodeling, altering, renovating, repairing, restoring, modernization, moving, demolishing, or otherwise improving or modifying of the whole or part of any residential or non-commercial property. It shall also include insulation installation.

**Exemptions**” from the New Jersey Contractor’s Registration Act include:

- Any person required to register pursuant to “The New Home Warranty and Builders’ Registration Act”;
- Any person performing a home improvement upon a residential or non-commercial property he owns, or that is owned by a member of his family, a bona fide charity or other non-profit organization;
- Any person regulated by the State as an architect, professional engineer, landscape architect, land surveyor, electrical contractor, master plumber, or any other person in any other related profession requiring registration, certification, or licensure by the State who is acting within the scope of practice of his profession;
- Any person who is employed by a community association or cooperative corporation;
- Any public utility;
- Any person licensed under the provisions of the Home Repair Financing Act; and
- Any home improvement retailer with a net worth of more than \$50,000,000.00 or employee of that retailer.

These exempt parties are not required to be registered by the New Jersey Contractors’ Registration Act and may be used by Members/unit owners to make pre-approved home improvements. *[Effective per Resolution dated December 19, 2006 and shall be applied to and enforced against any and all contractors seeking to work within the Village as of January 1, 2007]*

**7. Pets:** No more than one dog or cat may be kept in a unit. Pet owners must walk their pets on a leash in the roadway. Pet owners are required to curb their pet and immediately clean up any waste made by their pet. Pets may not be tied or otherwise confined outside the unit. Guests are not permitted to bring their pets into the Village. The ground-feeding of animals and birds is forbidden.

**8. Moving:** For security reasons, occupants (whether owners or tenants) of a unit who intend to have furniture or equipment moved in or out of the Village must apply for a permit at the Administration Office during business hours at least two (2) days in advance of any such move-in or out. **All move-out permits require a refundable security deposit of \$200** to ensure all debris, furnishings, etc. are properly and completely removed from the Village. Residents (whether owners or tenants) moving out must relinquish their gate remotes before a move-out permit will be issued.

Once all requirements herein have been met a move-out permit will be issued and a copy provided to the gatehouse. Moving in or out of the Village is only permitted Monday thru Saturday between the hours of 9:00 a.m. and 4:00 p.m. No move-in or move-out is permitted on Sundays or Holidays. *[Effective per Resolution dated November 21, 2006]*

**9. Gate:** Guests and commercial contractors must register at the gate by giving their names and the name and address of the resident to be visited. All visitors arriving after 8:00 p.m. must be announced. Remote gate openers are for residents only.

**10. Private Parties:** By arrangement with the Activities Director, occupants of units may have the use of Barton Hall for private parties, attended by residents and guests.

**11. Parking:** Units with a garage can house two cars (one in the garage, one in the driveway). Units with no garage can house one car (only one assigned numbered spot). On the street parking for any type of vehicle is prohibited.

No trucks of any size or type, tractor trailers, buses, mobile homes, house trailers, campers, detached camper tops, truck cabs, motor homes, boats, boat trailers, or similar vehicles or equipment shall be stored or parked on any driveway, or any street, or parking area within Leisure Village East except while loading or unloading or making pick-ups or deliveries. Parking spaces, when available for these types of vehicles, is temporarily provided at the unit owner's expense in an area located off site, near the entrance of the Original Leisure Village. Contact the Leisure Village East Association office for more information. SP spots are reserved for short-term visitor parking only.

Any truck which is already registered with the Leisure Village East Association office shall not be subject to this Rule. *[Effective April 3, 2006 per Resolution dated April 26 2006]*

**12. Traffic Rules:** Rules must be strictly observed, as posted. Operators of motor vehicles in the Village shall comply with the laws of the State of New Jersey. Drivers shall have current, unrestricted operator's license, and current registration and insurance. All vehicles must have inspection certificates properly affixed and current license plates clearly visible. Residents are required to obtain and affix the LVE window sticker on any automobile kept in the Village. Extended parking for visitors is permitted only with permission of the Board.

A. Bicycles or any type of non-motorized transportation are not permitted on sidewalks after 10:00 a.m. Under the New Jersey laws, cyclists should ride with the stream of traffic on the right hand side and should not ride facing traffic on the left hand side. Children are required to wear helmets at all times while riding in the Village. The use of skateboards or roller blades in the Village is not permitted.

B. Scooters for use of handicapped persons are permitted on sidewalks only.

C. Motorcycles and motorized bicycles known as mopeds will not be permitted to enter the Village or to use Village roads. *[Adopted prior to the 1992 version of the Rules and Regulations and inadvertently omitted from 2/3/04 printing]*

**13. Mechanical repairs or washing** of automobiles with soap or detergent is not permitted anywhere in the Village.

**14. Rowboats:** Lifejackets must be worn at all times by every person in a rowboat.

**15. Fire Safety:** Kerosene, wood, coal-heating stoves and similar heating devices and fuel for their use shall not be used or stored in the units. Propane grills must be used outdoors at a distance of ten feet from any structure. Empty tanks may be stored indoors with the valve open; full or partially filled tanks shall be kept outdoors. Please use sensible care and follow manufacturers' directions.

**16. Maintenance charges** are due on the first calendar day of the new budget year. The Board permits unit owners to pay twelve monthly installments. Unit owners who fail to make monthly payments on time will be assessed a late fee for each and every month. The maintenance payment may be accelerated to include the amount owed for the entire year.

A penalty of Twenty-five (\$25.00) Dollars will be assessed for the first month against any unit owner who fails to make a maintenance payment on or before the tenth calendar day of the month in which the payment is due. In addition, a penalty of Five (\$5.00) Dollars for each unpaid monthly payment will be assessed on the tenth calendar day of each subsequent month.

The only exception to this penalty will be in the instance where a resident dies during the preceding month, and his or her estate is being probated. In the event, a thirty day extension from the due date will be granted before the monthly penalty becomes effective. *[Effective per February 1, 2005 per Resolution dated January 25, 2005]*

In the event that there are any fines and or special assessments charged to a unit, any monies received will first be applied to those fines or special assessments in the following order:

1. Outstanding Membership fees, if any;
2. Maintenance Work Order charges, if any;
3. Fines and legal fees, if any;
4. Monthly maintenance payments and late fees.

If this causes your maintenance fee, or a portion of it, to be late a penalty of twenty-five dollars (\$25.00) will be assessed for the first month against any unit owner who fails to make a maintenance payment on or before the tenth calendar day of the month in which the payment is due. In addition, a penalty of five dollars (\$5.00) for each unpaid monthly payment will be assessed on the tenth calendar day of each subsequent month.

After 31 days the Accounting Dept. will automatically send a reminder letter.

After 71 days the Association Attorney shall forward a formal letter.

After 3 months and 11 days legal action will be taken.

*[Effective per Resolution dated August 23, 2005]*

**17. Maintenance and Repairs:** Members may voluntarily request that Leisure Village East Association Maintenance Department perform certain repairs for which the member agrees to pay. Such expenses are considered to be outside the scope of the regular monthly maintenance assessment for the common elements.

Where a unit is not owner-occupied the unit owner/member of the Association shall be the only person permitted to request a voluntary maintenance work order of any type. Each separate request made must be submitted to the Leisure Village East Association Maintenance Department in writing, except where the resident or occupant of the unit is the parent(s) of the unit owner/member in which case the unit owner/member may provide a general blanket authorization, in writing, to permit his/her parent(s) to submit written work order requests for the unit occupied by the parents. The unit owner/member shall remain solely financially responsible for the costs incurred, including labor and materials, pursuant to any such voluntary work order request(s);

When a unit is owner occupied, or where the **owner / member does not occupy the unit for which the work order is requested**, but does occupy another unit within Leisure Village East, the resident owner shall be permitted to request work orders of the Leisure Village East Association Maintenance Department by telephone and no written request shall be required. *[Effective per Resolution dated January 25, 2006]*

It is a clearly established policy of Leisure Village East Association to charge for certain parts used in the repair of residents' units and to charge labor for certain work. Some repairs may require a time and material charge and other repairs may require a charge for labor only. When a work order is authorized by a member, the finance department shall assess the member the charges as set forth in the work order. *[Effective per Resolution dated January 25, 2006]*

## **RECREATION DEPARTMENT**

### **A. ORGANIZATION OF THE RECREATION DEPARTMENT**

Recreational facilities are maintained for the use and enjoyment of residents and their guests. These facilities include Barton Hall and adjacent areas, lakes, swimming pool, golf course, bocce, shuffleboard and horseshoe courts.

The Recreation Department, headed by an Activities Director, is responsible for the management and use of facilities and for scheduling and keeping a calendar of events, including club-sponsored activities.

The Entertainment Committee is responsible for the planning of social and cultural activities for the Association.

### **B. USE OF RECREATION FACILITIES:**

1. The use of recreation facilities shall be scheduled and supervised by the Activities Director who shall be responsible for avoiding conflicts in schedules.
2. Residents desiring to form a new club shall make an application by submitting a copy of its Bylaws for approval by the Board of Trustees. These Bylaws shall acknowledge: a. the authority of governing documents and; b. shall limit the membership to residents of Leisure Village East and; c. Two signatures are required for club disbursements.
3. A bulletin board is maintained by the Recreation Department to inform residents about matters of general interest. Arrangements for posting material shall be made with the Activities Director. Only clubs approved by the Board are permitted to use a bulletin board.
4. Clubs or residents who use recreational facilities shall be responsible for restoring each facility to its pre-use condition. Any broken or damaged items shall be replaced by the users at their own expense.
5. Members and residents who desire to use recreational facilities for a "get-together" or for a meeting shall file an application with the Activities Director. Subject to applicable Bylaws, Rules and Regulations, and availability of space, permission shall be given for the use or rental of facilities.
6. No equipment shall be removed from its normal location for any purpose by a resident without prior approval of the Activities Director.

7. Open flames and/or inflammable materials are not permitted in or around Barton Hall or on common elements without the permission of the Activities Director.
8. A club or resident arranging with non-residents to provide services at any function must secure prior approval from the Activities Director, who will notify the gate house of the non-residents' names and when they may be expected to arrive and leave.
9. Any club using a chartered bus to pick up or discharge passengers must request permission from the Activities Director, who will notify the gatehouse.
10. Residents must wear a resident badge while using recreational facilities. Residents must supply guests with a "Guest" badge to wear while using any recreational facility. The badge will be made available upon payment of annual or daily fees established by the Board of Trustees. The Board has authority to limit the number of guest badges. Residents should accompany guests when using recreational facilities, e.g., pool, golf course, etc. However, if the resident is physically unable to accompany the guest, the guest must wear the guest badge and the badge of the resident. Healthcare aides of residents will not be considered as guests. If a resident badge is lost, it may be replaced at the Administration Office upon request and payment of a small fee.
11. Barton Hall shall *not* be used for religious services.
12. The Facilities in Barton Hall may be used with permission of the Board of Trustees for meetings prior to an election for public office, provided that all candidates for the political office are invited to appear and the meeting is open to all residents. Any non-partisan organization recognized in the Village, and holding regular meetings in Barton Hall, may present incumbents of political offices to express their views on subjects of current interest. Such incumbents shall be candidates for election to any political office at the time of appearance in the Village.
13. Any bona fide resident group or organization that wishes to raise funds for any charitable group or organization which complies with applicable laws of the United States, State of New Jersey, and local governing bodies, may be granted approval to do so by the Board of Trustees.

