

Hampton Club Condominium Association

3 Edpas Road – Club House, New Brunswick, NJ 08901

Phone: (732) 545-3263 Fax: (732) 545-2754 E-mail: office@hamptonclubnj.com

Dear Homeowners,

Each year, and when there is a transfer of ownership, a census packet must be completed to ensure that management has up to date information on file. Please complete the following documents.

For your convenience, each document is in fillable format. Please fill out and email the packet back to management. (office@hamptonclubnj.com)

Please contact the office at 732-545-3263 or office@hamptonclubnj.com should you have any questions or concerns.

Thank You,

Hampton Club management

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Notice to Homeowners

Storage Units:

If you are occupying a storage unit, please attach proof of payment. If you are unable to provide proof of payment, the storage unit will be released.

Parking Spaces:

- All units are provided with a single parking space upon occupancy. For any additional parking, there is an annual fee. (Contact the main office for additional parking information)
- If you currently have more than one parking space, please attach proof of payment. If you are unable to provide proof of payment, the additional parking space(s) will be released.
- If you require special needs regarding parking, please contact the main office ASAP.

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Hampton Club Rental Policy

- All unit owners shall be allowed to lease his/her unit located within the Association.
- All unit owners who elect to rent their units shall pay a yearly administrative rental fee of \$100 payable on or before Nov 1 of each year. If a lease is set up after Nov 1, the fee will be prorated to cover up to Oct 31 of the following year.
- All unit owners are required to perform tenant screening. This includes, consumer credit checks, verifying the applicant's employment, a rental history check and a public records check. The association will not require access to this information.
- All unit owners shall provide tenant registration which shall include: contact information, identification of all occupants, automobile registration, updating for new tenants, move in and move out date and CC&R acknowledgement.
- All unit owners are ultimately responsible for any and all damages or misconduct of their tenant.
- The association will require all owners to commence unlawful detainer action if the tenant has two violations of CC&R within a 1-year period.
- The association has the right as attorney in fact to conduct action against the tenant.
- The association has the right to collect rent from the tenant if the owner fails to pay maintenance fees.
- All unit owners must attach the adopted lease rider approved by the Board of Trustees setting forth the rules and regulations pertaining to the rental of a unit, to all leases.

Homeowners who wish to rent their unit, are required to submit the following to the management office:

- Copy of the lease
- Administrative Rental fee, payable to HCCA
- Completed Resident Info Sheet
- Completed and signed copy of Exhibit A- Lease Rider
- Vehicle Registration

**REGULATION OF LEASE OF UNITS
LEASE RIDER**

This Rider to the Lease between _____
(hereinafter "Landlord/Unit Owner") and _____
_____ (hereinafter "Tenant") entered into this ____ day of _____, 20__.

IT IS HEREBY AGREED to as follows:

1. **LEASE SUBJECT TO BY-LAWS AND PROPRIETARY LEASE.** The provisions governing documents of the Tenants Corporation, including the By-Laws, constitute material provisions of this Lease and are incorporated by reference in this Lease. If any provision of the lease is not consistent with the governing documents, the governing documents will control.

2. **VIOLATION OF THE BY-LAWS AND/OR PROPRIETARY LEASE IS GROUNDS FOR EVICTION.** Failure to comply with the Association's governing documents as defined in the preceding paragraph constitutes a material breach of this Lease and is grounds for termination and eviction. In the event that the Tenant violates a provision of the governing documents and, after thirty (30) days notice by the Board of Trustees to the Unit Owner, continues to violate the governing documents, the Unit Owner shall have the obligation to commence eviction proceedings and notify the Board of the commencement of those proceedings after notice from the Board, then the Board may commence eviction proceedings in the name of the Unit Owner against the Tenant. The Unit Owner will be responsible to pay the Association's legal fees and costs in such proceedings.

3. **NO AMENDMENTS OR SUBLET.** The Tenant will not sublet all or part of the unit.

4. **FAILURE OF UNIT OWNER TO PAY MONTHLY COMMON ASSESSMENT CHARGES (Maintenance Fees).** If a Unit Owner is in arrears of his/her dues or other fines and assessments, all tenants' recreational privileges are suspended. The Board may request that the tenant make payment to it of the tenant's monthly rent, the Board will apply same to the Unit Owner's outstanding balance. Any surplus will be sent to the Unit Owner. Failure of the tenant to make payment of rent to the Board will be a violation of these Rules and Regulations and subject to the remedial action set forth herein, including but not limited to termination and eviction.

5. **OCCUPANTS**. The following individuals will be occupying the Unit:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

**IF PERSONS OTHER THAN THOSE LISTED ABOVE OCCUPY THE UNIT,
THE TENANT(S) WILL BE IN VIOLATION OF THIS LEASE AND SUBJECT TO
TERMINATION AND EVICTION.**

Dated this _____ day of _____, 20__.

WITNESS:

_____ By: _____
Lessee

_____ By: _____
Lessee

WITNESS:

_____ By: _____
Lessor

_____ By: _____
Lessor

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Census Registration Form (Print Clearly)

Unit Owner Information

Name(s): _____

Building # _____ Unit # _____ Resident _____ Non-Resident _____

Unit Address: _____

Cell Phone: () _____ Work/Day Phone: () _____ Home: () _____

Email Address: _____

Drivers License (State): _____

Drivers License #: _____

Non- Resident Owner’s Mailing Address:

Emergency Contact: Name: _____ Phone: _____

Tenant Information

Name(s): _____

Cell Phone: () _____ Work/Day Phone: () _____ Home: () _____

Email Address: _____

Emergency Contact: Name: _____ Phone: _____

Lease Expiration Date: __/__/__

* Was lease submitted to Management Office? **Yes / No**
If **NO**, please submit current signed lease with this form.

Occupants Residing In Unit:

Print names of Adults (**Over 18**)

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

Print names of children (**Under 18**)

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

Vehicle Information (Including Motorcycles)

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle Year	_____	_____	_____	_____
Make/Model	_____	_____	_____	_____
Vehicle Color	_____	_____	_____	_____

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Resident Information Sheet

Unit # _____

PLEASE PRINT CLEARLY

Date:	Resident Name:
Own <input type="checkbox"/> Rent <input type="checkbox"/>	Phone Number: (H, C, W)
Lease Date:	Address:
Lessee Resident <input type="checkbox"/>	Email:
	Email:
Landlord Information <input type="checkbox"/>	Name:
	Address
	Phone Number: (H, C, W)
	Phone Number: (H, C, W)
	Email:

Please initial to allow management to send all correspondence via email (i.e., statements, letters. Important messages) X _____

Other Occupants	Relationship	Phone #	DOB MM/DD/YYYY	Key Fob #
1.				
2.				
3.				
4.				
5.				

Vehicle Make	Model	Color	License Plate #	Parking Space
1.				
2.				
3.				

I understand and agree that all access cards assigned to my unit should be used by residents of this unit, only. I understand that I can be fined if found in violation. Initials _____

OFFICE USE ONLY.

Purchased Parking Space		
Storage Pod #		

Parking Space Agreement

Name	Date
Unit#	Parking Space#(s)

I have received ____ (#) Hampton Club Condominium Parking Tag(s) for the 20/21 year.
Homeowner/Tenant Initials: _____

PLEASE READ THE ENTIRE DOCUMENT BEFORE SIGNING

I agree:

- To park my vehicle in the assigned numbered parking space.
- That any additional vehicle(s) will be parked in the unassigned reserved spaces (reserved with no number).
- Not to park illegally on Edpas Road, in fire lanes, grass area or spaces not assigned to my unit.
- **To ensure that my visitors park in the correct areas.**
Visitors can park in the following locations:
 - Lot A
 - Visitor Lots
 - Spaces with No number

I understand that:

- If any vehicles related to my unit (including visitor vehicles) are parked in a space other than the aforementioned spaces, the vehicle will be towed. I (or the owner) will be responsible for all towing fees, including daily storage of vehicle (if applicable).
- All vehicles located within the Hampton Club must be “road ready”. Any vehicles found not to be road ready (including, but not limited to, unregistered or broken-down vehicles) will be booted, towed, and stored at my (the homeowner/tenant) expense.

Homeowner/Tenant Signature: _____

Date: _____

Office Use Only

Copies Received:

Driver’s License(s)____ Registration(s)____ Insurance(s) ____

Copies Received By: _____

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Package Delivery Authorization

I, _____ hereby authorize that my packages can be accepted by the security staff. I understand that I have a maximum of **72 hours** to retrieve my package(s) before they are returned to the sender. I understand that the security booth will not be held responsible for any lost or missing packages.

I am aware that any packages addressed to the Hampton Club Condominium Association, “3 Edpas Road”, will be returned to the sender.

You may remove this authorization at any time by submitting a written notice stating the withdrawal of your consent. _____ *(Please Initial)*

Unit # _____ Date _____

Signature _____

*** When placing orders, be sure to note in the delivery instructions that your packages are to be left with the Security Office.**

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Welcome to The Hampton Club!

The following documents provide basic, need to know information to the residents of our Hampton Club community. We highly encourage all residents to read the Master Deed and By-Laws to have a complete understanding of all Rules and Regulations. For your convenience, the First Amended & Restated By-Laws and Master Deed are made available upon request. (www.hamptonclubnj.com).

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Ambulance		
Fire Department		911
	Non-Emergency	(732) 745-5111
Police		911
	Non-Emergency	(732)745-5200
New Brunswick Tax Office		(732) 745-5030
Public Works/Sanitation Dept		(732) 745-5104
Management Office	Main Office	(732) 545-3263
Office Hours	M/T/Thurs. 9am – 4pm Wed. 9am – 7pm Fri. 9am – 1pm	
Hampton Club Maintenance	M-F 8am – 4pm	(732) 545-3263
Hampton Club Security		(732) 846-3409
Security Hours	M-Thurs. 7am – 10pm F-Sun. 24 Hours	
Cablevision	Customer Service	(800) 828-0815
New Brunswick Water		(732) 745-5053
PSE&G	Customer Care	(800) 436-7734
McKinley Community School		(732)745-5300 ext. 5322
New Brunswick High School		(732)745-5300 ext. 3000
Redshaw Elementary School		(732)745-5300 ext. 7500
Other Services		
Essex Locksmith		(732) 736-0008
Dependable Towing		(732) 246-3255
Jack Dolan & Sons (Heating & Cooling)		(732) 247-2763
Jays Towing & Road Service		(732) 297-2544
JRG Termite & Pest Control		(888) 447-3574
Neutral Electric (Electrician)		(908) 208-7075
REMM (Heating & Cooling)		(732) 291-6620
Ultra Clean (Dryer Vent Cleaning)		(732) 985-4400
Apex (Appliance Repair/Air Duct Cleaning)		(732) 257-4590
Excel Pest Service		(800) 886-7327
Ace Tech Pest Control		(908) 840-7378

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Rules And Regulations

Access Cards:

- All residents must have an access card to drive or walk onto the premises. If you do not have an access card, they can be purchased at the main office. Main gate access cards are \$25.00. Main gate access cards will not grant access to Lot A.
- Residents **must** be registered at the office to receive an access card. (Registration includes – Valid ID, vehicle registration and Insurance, if applicable.)
- If you wish to visit the Club House or Office, you will need to dial the office from the call box at the Lot A gate. If your access card is not working, notify management (in person). All lost or stolen access cards must be reported, so they can be deactivated. If your lost access card is found it can always be reactivated. The cost of a replacement card is \$25.

Bicycles and Joggers:

- Bicycles and joggers shall use the grounds only in a careful, cautious, and prudent manner, as to avoid injury to themselves and/or others.

Balconies:

- Balconies are to not be used for storage. Units are allowed to have one table, four chairs, two plants and two bikes hung on racks, only.

Common Elements/Areas:

- Any damage caused to the common areas by a resident, children or guests of the resident is the sole responsibility of the homeowner to repair at his/her expense. This includes everything outside of the unit, i.e., the grass, the parking lot, hallways, basement, flowerbeds, etc.

Dogs:

- Per The Hampton Club By-Laws, dogs are **not allowed**. A fine of \$500 will be issued and an additional \$100 per day until the dog is removed. Your key fob will be deactivated, your parking privileges will be revoked, possible court costs may be incurred, and potential liens could be placed on the unit. If you are a landlord and a dog is found in your tenant's unit, they could face eviction.

Garbage Collection:

- A dumpster is provided for all residents. Garbage is picked up on Wednesday and Friday. Garbage is usually picked up on the next or the next regularly scheduled collection day whichever comes first when the normal pick-up day falls on a holiday. Please put garbage in securely tied plastic bags before putting them in the dumpster. Large items, i.e., furniture or appliances must be left outside the dumpster area and arrangements should be made with the Sanitation Department.
- All garbage is to go in the dumpsters. Garbage found outside the dumpsters will be searched. If your name or address is found inside, you will be fined.

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Lawn and Flower Beds:

- These are maintained by an outside vendor through the management company. Residents are not permitted to mow the lawns, plant anything in the flower beds or do anything to the grounds without management approval.

Laundry:

- The hanging of laundry outdoors is prohibited. No laundry shall be hung or laid out.

Lighting:

- Management will make all attempts to maintain adequate lighting in the stairwells and perimeters of the parking lot. If residents notice that lights are not functioning, it should be reported to management as soon as possible.

Mail Delivery:

- Mail addressed to residents is delivered to cluster boxes located outside of each building. If you do not know your mailbox number, please contact the Post Office. It is your responsibility to contact the Post Office to receive your mailbox key. Please take proof of ownership or lease.

Maintenance Fee:

- Your maintenance fee is due the 1st of each month. Payments received after the 15th will be charged a \$25 late fee.

Motor Vehicles/Resident Parking:

- No resident or lawful occupier shall leave any non-operating vehicle, or any vehicle not licensed to be operated on the property.
- No motor vehicle, including, but not limited to, mini-bikes, snow mobiles and motorcycles, may be driven on the open space portion of the Community facilities and lands.
- No tents, trailers, vans, storage tanks or temporary or accessory buildings or structures are permitted on the property.
- No boats, trailers, recreational vehicles etc. shall be placed, parked, or stored on the property. Nor shall any maintenance or repairs be performed on the property.
- All resident vehicles must be registered with the management office and parking tags must be displayed.
- No parking is allowed on the grass or anywhere other than the parking lot.
- Residents are to park in their assigned spot or a non-numbered spot. Failure to do so may result in towing of your vehicle.
- If there is a car parked in your assigned or reserved spot, contact the security booth to resolve the issue.

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Noise Ordinance:

- In general, residents nor resident guests shall disturb the peace or cause any noise or nuisance that disturbs the comfort of other occupants on the property. As a matter of neighborly courtesy, the operation of loud radios, television and similar disturbances are discouraged after 10 PM Sunday - Thursday and 1:00 AM Friday and Saturday.

No unit shall be occupied or used for any reason other than a private residence. Including but not limited to, Airbnb rentals and businesses.

Payments:

- The management office **does not** accept cash payments.
 - Accepted forms of payment are:
 - Checks
 - Money Orders
 - Credit cards (A 2\$ Fee will be added)

Prohibited Actions and Items:

- Bird Feeders
- Exterior Window Shades and Awnings
- Hanging Planters
- Garage Sales
- Wildlife Animal Feeding
- Wind chimes
- Window guards and boxes
- Window Air conditioners
- Window Fans
- Window Ventilators

Recycling:

- Recycling is mandatory and is picked up by Middlesex County. Please do not mix recyclable items with the garbage. All glass, plastic, tin, and aluminum cans may be placed loose in the recycling container. Recycling is not allowed in any type of bag. Newspapers must be tied with string and placed in the containers. Cardboard must be cut into 12" x 24" pieces, flattened, tied, and placed inside the container.

Storage:

- No items of personal property, or debris may be left or stored on the common elements of the Association. Items are not to be set against the building, if observed items will be removed and disposed of by the Association. Personal property should be stored in a neat and orderly fashion and shall not cause annoyance or offense to another unit. Bicycles, trunks, patio furniture, cooking grills, etc. are not to be stored outside units or in stairwells. Items left in common areas may be confiscated and a fine may be issued.

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- Garbage/trash is not to be placed throughout the common elements of the Association. Including but not limited to, outside of personal units or in stairwells.

Solicitation:

- Solicitation without prior approval of management is prohibited. This includes the posting of any type of sign inside or outside of any unit or in the common areas.

Utilities:

- Heat, electric, gas and water are the responsibility of each homeowner. In addition, the property is serviced by a septic system. Residents should make certain that large items are not disposed of in the toilets.
- Cable and telephone services are the responsibility of individual residents. In the event a particular unit is not wired for cable or telephone, it is the resident's responsibility to contact the utility company to have this done at the resident's sole cost and expense.
- Satellite dishes are only permitted on your balcony. You must get prior approval from Management. An application must be filed prior to any work being done.

Visitors:

- All residents are responsible for the behavior of their visitors.
- The call boxes list resident's name in alphabetical order based on your last name, visitors can scroll through the list using the A and Z buttons or they can dial your directory code. Your name will not be found, and your directory code will not work if your visitors are not at the correct gate. Visitors for buildings 1-4 should go to Lot A and use the call box there and park in Lot A. Visitors for buildings 5-12 are to go to the Main Gate and use the call box at the visitor's gate and park in Lot B (across from building 10). Visitors are not allowed to park in numbered or reserved spots without prior written approval from the management. Those who are illegally parked **will be towed**.

Window Air Conditioners and Fans:

- The use of window or wall air conditioners and window fans are prohibited.

Youth Curfew:

- The curfew for children under the age of 18 years old is 10 PM (unless accompanied by a parent). Parents will immediately be notified by phone (by Hampton Club Security) to report any minor child witnessed outside after curfew. There will be a first and final warning followed with a fine of \$100.00 per occurrence beginning with the second occurrence.

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Hampton Club Condominium Complex – Responsibility Form

ITEM	ASSOCIATION'S	OWNER'S	ITEM	ASSOCIATION'S	OWNER'S
Irrigation & Landscaping			Balcony/Patio		
Sprinkler Heads	X ¹		Repair/Replacement	X ²	
Grass Mowing Edging	X		Staining	X	
Weeding	X		Modifications	Assoc. Approval	
Pruning Trees/Shrubs	X		Interior Face of Wall	X	
Insect Control	X		Chimney		
Mulching	X		Cap	X	
Lighting			Cleaning		X
Tower Entrance	X		Fuse/Chase/Siding		X
Mailboxes			Concrete		
Cluster Boxes	Post Office		Sidewalk/Walkway	X	
Concrete Pads	X		Curbing	X	
Individual Compartment	Post Office		Entrance Landing/Step	X	
Post Repair/Replacement	X		Doors		
Plumbing			Door Knocker		X
Water to Service Unit		X	Unit Door		X
Main Shutoff		X	Unit Door Kick Plate		X
Hot Water Heater		X	Unit Door Hardware		X
Faucets		X	Unit Door Threshold		X
Fixtures		X	Unit Door Trim	X	
Dishwasher		X	Unit Door Painting	X	
Washer		X	Unit Door Replacement		X
Water Hookups		X	Screen Door		X
Water Line: Curb box to unit	X		Sliding Glass Door		X
Water Line: Curb box to street	Water Company		Sliding Glass Door Hardware		X
Sink		X	Utility Closet Door		X
Shower		X	Exterminating		
Bathtub		X	Unit Interior		X
Toilet		X	Common Area	X	
Hose bib		X	Carpenter Ants	X	
Sewer Lateral	X		Termites	X	
Sewer Main	Water Company		Unit Attic Space		X
Roofs			Gutters		
Flashing	X		Downspouts	X	
Other Vents (i.e., dryer)		X	Leaders	X	
Plumbing Vent	X		Splash Blocks	X	
Ridge Vent	X		Heat/Air Conditioning		
Shingle	X		Furnace Heat Pump/Boiler		X
Siding			Duct Work		X
Repair/Replacement	X		Furnace Vent Thermostat		X
Windows			Condensing Unit		X
Unit Windows		X	Compressor. A/C		X

Notes:

1. As long as they are not damaged by a resident
2. Owner is responsible for balcony netting