



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)



March 11, 2025

Dear New Resident,

On behalf of the Hampton Club Condo Association Board of Directors, we extend a warm welcome to you as a new resident! We are excited to have you join our community and look forward to getting to know you.

Key Information to Get You Started:

- **Community Guidelines:**

Please review our Community Rules and Regulations, (*below*) to familiarize yourself with important policies regarding noise levels, parking, trash, pets, and more.

- **Maintenance Requests:**

To report any maintenance issues within your unit, please contact your unit owner.

- **Gym Access:**

The gym is open only when security is here. Please provide them with a valid ID for access.

- **Communication:**

Stay updated on community news and events by checking our website or subscribing to our email list. www.hamptonclubnj.com

- **Contact Information:**

If you have any questions or concerns, please do not hesitate to reach out to the Management office at 732-545-3263

- **For emergencies:**

Please contact the main office at 732-545-3263
or Security at 732-846-3409

Sincerely,
Shar Arrington
Hampton Club HOA Manager

3 Edpas Road
New Brunswick, NJ 08901
Main office (732) 545-3263 Security (732) 846-3409
Email: Office@HamptonClubNJ.com



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
A&T Towing		(732) 324-8558
Jays Towing & Road Service		(732) 297-2544
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 \$35.00. 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 \$35.

Bicycles and Joggers:

- Bicycles and joggers should 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 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 a potential lien 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.

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Garbage Collection:

- A dumpster is provided for all residents. Garbage is picked up on Monday, 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 no sooner than the Thursday night before the scheduled Friday pick up.
- 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.
- Please see the schedule for trash pickup below:
 - Monday: Trash ONLY.
 - Wednesday: Trash & Recyclables.
 - Friday: Trash & Bulk Items.

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's approval.

Laundry:

- Hanging 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.

Loitering:

- Loitering is strictly prohibited in corridors, parking lots, and any common areas.

Violators will be subject to fines.

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**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 Main Office. Mailbox keys are not provided by the association. Each homeowner is responsible for their own mailbox key.

Maintenance Fee:

- Your maintenance fee is due on the 1st of each month. Payments received after the 15th will be charged a **\$50** 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 your vehicle.
- If there is a car parked in your assigned or reserved spot, contact the security booth to resolve the issue.

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.

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No unit shall be occupied or used for any reason other than a private residence. Including but not limited to, subletting, 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)
- The management office **does not accept** check or money order payment **in the office.**
 - **Check or money order payment** must be placed in the Dropbox on the side of the clubhouse across from the guard booth.

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 on Wednesdays by E&B Hauling Services. 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.

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Smoking:

- Smoking within the interior common element areas of any building within the Condominium is strictly prohibited.
- Smoking within twenty (20) feet of any entrance or exit of any building within the Association is strictly prohibited.
- No illegal substances shall be used in or near the common areas.

Violators will be subject to fines.

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 should 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.
- 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, electricity, 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.

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**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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Resident Information Sheet

Unit # _____

Please Print Clearly

Date:	Resident Name:
Own ☒ Rent ☐	Phone Number: (H, C, W)
Lease Date:	Address:
Lessee Resident	Email:
	Email:
Landlord Information	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

All Occupants	Relationship	Phone #	DOB - MM/DD/YYYY (Children under 18)	Key Fob #
1.	Self			
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 X

OFFICE USE ONLY

Additional Parking space

Storage Pod #

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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 **48 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

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Parking Space Agreement

Name	Date
Unit#	Parking Space#(s)

I have received (#) Hampton Club Condominium Parking Tag(s) for the 23/24 year.

Homeowner/Tenant Initials:

PLEASE READ THIS 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 Lot (Near building 10)
- 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, uninsured 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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Recycling & Trash Instructions

For Everyone at The Hampton Club

Recycling:

- All residents must separate recycling from trash by law.
 - Recycle loose glass, metal, and plastic bottles and cans, newspaper, mixed paper & flattened cardboard.
 - Put recycling loose into the green recycling dumpsters.
 - Loose bottles, cans, paper & cardboard can all be put in the same green recycling dumpster.
 - Only plastic bottles with a #1 or #2 recycling symbol are accepted as recycling.
 - Don't put plastic bags in the recycling dumpster. If you carry recycling in a plastic bag, empty the contents of the bag into recycling dumpster & throw empty bag in the trash. Plastic bags get caught in the sorting machine & cause problems at the recycling facility.
-

Trash:

- All household garbage goes in the brown dumpsters labeled Trash Only.
- Put your trash in bags & securely tie them before putting garbage bags into the brown trash dumpster.
- All bulk furniture must be neatly stacked next to fence/ brown dumpsters in designated bulk area.
- Residents must wrap mattresses and box springs in plastic.
- **Do not put construction or demolition debris in the trash dumpster. Your private repair contractor must take all materials off The Hampton Club property for private disposal.**

Please recycle properly & help keep the drop off area clean!

Thank you!