



## **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](http://www.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
<b>Other Services</b>		
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

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



## **Rules And Regulations**

### **Access Cards:**

- All residents must have an access card to drive or walk onto the premises.
- Access cards are available at the main office for **\$35.00**.
- Main gate cards do **not** provide access to Lot A.
- Residents must be registered with management to receive an access card (registration requires valid ID, vehicle registration, and insurance, if applicable).
- To visit the Clubhouse or Office, dial the office from the Lot A gate call box.
- Report lost or stolen access cards immediately so they can be deactivated. Found cards can be reactivated. Replacement cost: **\$35.00**.

### **Bicycles and Joggers:**

- Use caution and remain alert while on property grounds to avoid injury to yourself or others.

### **Balconies:**

- Balconies are to not be used for storage.
- Permitted items: **one table, four chairs, two plants, and up to two bicycles hung on racks.**

### **Common Elements/Areas:**

- Homeowners are responsible for any damage caused by themselves, their children, tenants, or guests to the common areas (grass, parking lots, hallways, basements, flowerbeds, etc.).
- Repairs must be made at the homeowner's expense.

### **Lawn and Flower Beds:**

- Maintained by the Association's vendor.
- Residents may not plant, alter, or maintain flowerbeds or lawns without management approval.

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### **Dogs:**

- **Dogs are not permitted** per the Hampton Club By-Laws.
- A **\$500 fine** will be issued, plus **\$100 per day** until the dog is removed.
- Violators may face deactivated access cards, revoked parking privileges, court costs, and potential liens.
- Landlords with tenants who have dogs risk tenant eviction.

### **Garbage Collection:**

- Dumpsters are available for resident use.
- Pick-up days: **Monday, Wednesday, Friday.**
- Holiday delays are serviced on the next scheduled day.
- Food waste should be placed in a separate plastic bag before sealing it inside the main trash bag to help contain odors and prevent wildlife from being attracted to the garbage..
- Large items (furniture, appliances) may be placed outside the dumpster **Thursday night** before **Friday pickup.**
- Garbage left outside dumpsters will be searched; if identifying information is found, fines will be issued.

#### Trash Schedule:

- **Monday:** Trash only
- **Wednesday:** Trash & Recyclables
- **Friday:** Trash & Bulk Items

### **Laundry:**

- Hanging or displaying laundry outdoors is prohibited.

### **Lighting:**

- Management maintains lighting in stairwells and parking areas.
- Report non-functioning lights promptly.

#### **Loitering:**

- Loitering in corridors, parking lots, or common areas is prohibited and subject to fines.

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#### **Mail Delivery:**

- Mail is delivered to exterior cluster boxes.
- Contact the main office if you do not know your mailbox number.
- Mailbox keys are the responsibility of the homeowner; the Association does not provide them. Contact the office for the association's preferred Locksmith.

#### **Maintenance Fee:**

- Maintenance fees are due on the **1st of each month**.
- Payments received after the **15th** incur a **\$50 late fee**.

#### **Motor Vehicles/Resident Parking:**

- Inoperable or unregistered vehicles are not permitted on the property.
- Vehicles such as mini-bikes, snowmobiles, or motorcycles are not to be driven on open space or lawns.
- Tents, trailers, storage units, or temporary structures are not allowed.
- Boats, trailers, or recreational vehicles may not be parked or stored on the property.
- Maintenance or vehicle repairs are prohibited on site.
- All resident vehicles must be registered with management and display a parking tag.
- Parking on grass or outside designated lots is not permitted.
- Residents must park in their assigned or unnumbered spaces only. Violations may result in towing.
- If another vehicle occupies your assigned spot, contact the security booth.

#### **Noise Ordinance:**

- Residents and guests must not create noise that disturbs others.
- Quiet hours: **10:00 PM – 7:00 AM (Sunday–Thursday)** and **1:00 AM – 7:00 AM (Friday–Saturday)**.
- Please be courteous with televisions, music, and gatherings.

#### **Use of Units:**

- Units are for private residential use only.
- Subletting, Airbnb rentals, or operating a business from a unit is prohibited.

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### **Payments**

- The management office does not accept cash.
- Accepted payment methods:
  - Checks
  - Money orders
  - Credit cards (\$2 service fee)
- Checks and money orders must be placed in the drop box located on the side of the clubhouse across from the guard booth.

### **Prohibited Actions and Items:**

- Bird feeders
- Exterior window shades or awnings
- Hanging planters
- Items on unit doors
- Garage sales or yard parties
- Lawn signs or advertisements
- Feeding wildlife
- Wind chimes
- Window guards, boxes, or air conditioners
- Window fans or ventilators

### **Recycling:**

- Recycling is mandatory and collected on Wednesdays by E&B Hauling.
- Do not mix recyclables with trash.
- Glass, plastic, tin, and aluminum cans may be placed loose in bins.
- Newspapers must be tied with string; cardboard must be cut to 12" x 24", flattened, and tied.

### **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.
- Use or possession of illegal substances on property is strictly prohibited.
- Violators will be fined.

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### **Storage**

- Personal items and debris may **not** be stored in hallways, stairwells, or common areas.
- Items left outdoors or against buildings will be removed and disposed of by the Association.
- Bicycles, furniture, grills, or similar items must be stored indoors or on balconies only as permitted.

### **Solicitation:**

- Solicitation without management approval is prohibited.
- Posting signs or advertisements in units or common areas is not allowed.

### **Utilities:**

- Each homeowner is responsible for their unit's **heat, gas, water, and electricity**.
- The property is on a **septic system**; do not flush large or non-disposable items.
- Cable and phone services are the homeowner's responsibility.
- **Satellite dishes** are permitted only on balconies **with prior written approval** and a filed application.

### **Visitors:**

- Residents are responsible for the actions of their guests.
- Visitors must use the correct gate and call box for entry:
  - **Buildings 1–4:** Lot A gate
  - **Buildings 5–12:** Main Gate (Lot B)
- Visitors may not park in numbered or reserved spaces without written permission.
- Unauthorized vehicles will be towed.

### **Window Air Conditioners and Fans:**

- Window and wall A/C units or fans are prohibited.

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**Youth Curfew:**

- Children under 18 must be indoors by 10:00 PM, unless accompanied by a parent.
- Parents will be notified of violations.
- First offense: Warning; subsequent offenses: \$100 fine per occurrence.

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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 **\$175** payable to HCCA on or before February 1st of each 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 and insurance, updating for new tenants, move in and move out date and CC&R acknowledgement.
- All unit owners are ultimately responsible for all damages or misconduct of their tenant and their tenant's guests.
- 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
- Lease Admin fee, payable to HCCA
- Completed Resident Info Sheet
- Completed and signed copy of - Lease Rider
- Valid Identification – for all adults residing in the unit
- Vehicle Registration – for all vehicles that will be parked at the HC
- Vehicle Insurance - for all vehicles that will be parked at the HC
- Renters Insurance

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## Hampton Club Condominium Complex – Responsibility Form

ITEM	ASSOCIATION'S	OWNER'S	ITEM	ASSOCIATION'S	OWNER'S
<b>Irrigation &amp; Landscaping</b>			<b>Balcony/Patio</b>		
Sprinkler Heads	X <sup>1</sup>		Repair/Replacement	X <sup>2</sup>	
Grass Mowing Edging	X		Staining	X	
Weeding	X		Modifications	Asso. Approval Only	
Pruning Trees/Shrubs	X		Interior Face of Wall	X	
Insect Control	X		<b>Chimney</b>		
Mulching	X		Cap	X	
<b>Lighting</b>			Cleaning		X
Tower Entrance	X		Fuse/Chase/Siding		X
<b>Mailboxes</b>			<b>Concrete</b>		
Cluster Boxes	Post Office		Sidewalk/Walkway	X	
Concrete Pads	X		Curbing	X	
Individual Compartment	Post Office		Entrance Landing/Step	X	
Post Repair/Replacement	X		<b>Doors</b>		
<b>Plumbing</b>			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	<b>Exterminating</b>		
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
<b>Roofs</b>			<b>Gutters</b>		
Flashing	X		Downspouts	X	
Other Vents (i.e. dryer)		X	Leaders	X	
Plumbing Vent	X		Splash Blocks	X	
Ridge Vent	X		<b>Heat/Air Conditioning</b>		
Shingle	X		Furnace Heat Pump/Boiler		X
<b>Siding</b>			Duct Work		X
Repair/Replacement	X		Furnace Vent Thermostat		X
<b>Windows</b>			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

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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!



## Resident Information Sheet

Unit #

Please Print Clearly

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

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	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Vehicle Make	Model	Color	License Plate #	Parking Space
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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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**Hampton Club Condominium Association**  
**Census Registration Form (Print Clearly)**

**1. Unit Owner Information:**

Name(s):

Building #  Unit #  Resident: ☐ Non-Resident: ☐

Unit Address:

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

Cell Phone: (  )  E-Mail Address:

Pets:  Driver's License (ST): (Number)

Non-Resident Owner's Mailing Address:

Emergency Contact – Name:

Phone:

**2. Tenant Information (if applicable):**

Name(s):

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

Cell Phone: (  )  E-Mail 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.

**3. Occupants Residing in Unit:**

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

(1)

(2)

(3)

(4)

**Print Names Of Children (Under 18)**

(1)

(2)

(3)

(4)

**4. Vehicle Information (including motorcycles):**

Parking Space #

Vehicle # 1

Vehicle # 2

Vehicle # 3

Vehicle #4

License Plate #

Year

Make/Model

Color



## 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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**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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