



APPROVED AUGUST 2017



VILLAGE OF LINWOOD, CONDOMINIUM ASSOCIATION

RULES & REGULATIONS

REVISED

August 16, 2017

**VILLAGE AT LINWOOD, RULES & REGULATIONS
REVISED AUGUST 2017**

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INTRODUCTION

The rules and regulations of Condominium Associations are established primarily to protect the value of individual investments and maintain uniformity regarding the actions of ownership as a whole.

Therefore, we encourage you to review your documents regarding our rules and regulations so that you are fully aware of the dos and don'ts.

This entails:

Ongoing site inspections will be conducted, by our management firm, and the Board, for any violations of the rules and regulations. Notices to individuals will be communicated, from Management, to correct the problem/s cited with a realistic time period given in which to correct the violations.

According to the Master Deed of the Village at Linwood Condominium Association, fines up to \$100.00 per violation may be applied to the individual owner not complying with our Rules and Regulations (By- laws, Article IX "Enforcement," page 24).

These Rules and Regulations are a condensation and/or updating of the Rules and regulations by the Boards of Directors from 1998 to August 2017

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Ownership:

Each member of the VAL Association owns a portion of the complex.

The inside of each condominium is the exclusive property of each owner. However, the exterior structure, sidewalks, roads, parking, and lawn areas are considered common elements, shared by all, and maintained by the Condominium Association. This includes the pool and clubhouse as well as trash houses, tennis courts, and shuffleboard areas. Responsibility for the shared storage areas is for the occupants who share it.

Responsibility:

As an owner, by accepting the Master Deed, you are obligated to abide by and support the Association's Rules and Regulations.

Owners are completely responsible for the full compliance with these rules and regulations by their tenants and guests. In the event of a sale or lease, it is the responsibility of the owner to pass on the By Laws and Regulations to the new owner or tenant.

Responsibility Policy:

You are a partial owner of the entire complex.

Owners must pay all Association Dues, fees, or other assessments. Failure to do so will lead to a lien being filed against your unit with the County Clerk, and restriction of privileges, including use of the clubhouse and pool, as well as restriction of parking privileges.

For us to provide proper maintenance schedule enforcement, all condo fees must be paid in a timely manner.

All Rules and Regulations shall be enforced by the Board of Directors through the Management Company.

Keys and Information Cards

All owners must furnish the Association with a spare key to their condo unit.

When your key is given to the maintenance person, you must also file an index card with the name and phone number of an emergency contact person.

The keys will be used by the Association in cases of emergency, e.g., fire, burglary, maintenance problems, etc. This will insure not only the absentee owner but also the adjacent owners, the best protection possible.

Failure to supply a key is a violation of our By Laws.

Management of the Association may enter any unit at any reasonable hour of the day for any purpose permitted under the terms of the By Laws of the Association, Master Deed and the Laws of New Jersey as they pertain to Condominium Associations.

Except in case of emergency, entry will be made by pre-arrangement with the owner.

Inflammables:

No owner shall be permitted to bring into the unit any inflammable oils, gases or other fluids such as gasoline, kerosene, benzene, or naphtha or any explosives or articles deemed hazardous to life, limb, or property

Loss or Damage:

The Association assumes no responsibility for loss or damage to articles stored in the patio storage areas or outer shed on patio. All storage areas are the responsibility of the residents using them.

Any damage to the building or other common areas, equipment, or facilities by family members, guests, or tenants shall be repaired at the expense of the owner.

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Legal Fees:

Any legal fees and costs incurred by the Association, because of an owner's failure to abide by the Rules and Regulations, are the responsibility of said owner, and will be assessed, charged, and collected as provided in the Master Deed and By-Laws of the Association. Any homeowner who contacts the Association Attorney without prior Board approval will be responsible for all legal fees because of that contact (Telephone, E-mail, fax, letter, etc.).

Complaints:

Any complaints regarding the management of the units or grounds or regarding actions of other owners shall be made in writing, to Associa Mid-Atlantic, our Property Management Company. Any anonymous complaints will not be acted on; **however**, confidentiality can be protected if the complainant request Board Approval.

Association Employees:

No owner shall send any employee of the Association out of the development on any private business of the owner during working hours.

Please refrain from making any complaints directly to employees. Refer all complaints directly to Associa Mid-Atlantic Property Management. **Call 1-856-996-1684.**

Policy and Procedure:

Any owner who wishes to submit changes to the Rules and Regulations must present a written and signed request to the Board of Directors. Oral requests will not be considered.

To insure effective rule enforcement, all owners and tenants must possess a current set of Rules and Regulations. Copies may be obtained from **ASSOCIA Mid-Atlantic Property Management**. All rules will be strictly enforced. All owners are responsible for any violations incurred by themselves, guests, and tenants.

Work orders and complaints can also be made online from Associa Mid-Atlantic Property Management website:

<https://community.associawebsites.com/sites/TheVillageatLinwoodCA/Pages/AcwDefault.aspx>

Tag Sales & Signs

The Board of Directors is to be notified of any tag sale in advance, and the sale must be conducted in accordance with the Associations By-Laws. **No Signs** allowed in the Common Areas without written permission from the Board.

Financial and Legal:

Condominium fees are due quarterly (January, April, July, and October) and must be paid in full by the 15th of each month.

Fees not paid in full will be assessed a 10% late charge.

If and when fee balances are in arrears, the Board may initiate legal collection proceedings through the Management Company.

Unit owners will be liable for all legal fees the Association incurs with respect to any of the above matters.

Two (2) month's condominium fees (working capital) are to be paid at settlement from new sales and re-sales.

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Modifications to Units

Decks and patios:

Outdoor carpeting may not be permanently installed on ground floor patio or upper decks.

All carpeting must rest at least 6 inches away from the edges of the patio or deck.

Color must be in light brown tones.

Any fastening device that punctures the exterior of the building is prohibited.

Plants and other such objects may not be placed on the top ledge of privacy walls.

Corner shelves are not acceptable. Planters on second floor railing are not acceptable.

Interior areas of all decks and patios must be kept neat, clean, and free from obstruction.

Trash Houses and Construction Material Removable

Trash houses must be kept reasonably neat and clean. **Recycling is required for newspapers, glass, aluminum soda cans, beer cans, and plastics marked with the recycling triangle with a 1 or 7 marked on it.**

(Plastic bags are not recyclable - they are trash)!

Do not recycle aluminum dishes or containers. Do not recycle Styrofoam. Do not recycle household metal items or plastic plant containers. Please flatten all corrugated cardboard boxes. Gift boxes go in trash.

Please read and follow instructions posted in trash houses.

Carpeting and or any large furniture items are not permitted to be disposed of in the trash houses. These items must be taken away at the owner's expense. Ask the maintenance supervisor for more information. **All excess building materials, empty containers and all or any like discards may not be deposited on Village at Linwood grounds or its trash houses, but must be removed by the contractor or service person who performed the work.**

Outdoor Grills

Cooking on charcoal barbecue or electric grills is permitted on common area sidewalks or lawns only.

Propane grills are not permitted.

Use of the Pool Grill is for the Village at Linwood Social Club Exclusively

Pets:

No more than one domestic pet is permitted in any unit (As specified in the Master Deed).

Unit owners or their visitors wishing to walk their pet on the common areas **shall, always, keep the pet on a leash** and **must clean up after their pet. Violators will be fined.** Dog-walking areas are located at each of the five water catch basins throughout the development. Proper signage for this will be found at the 5 locations.

Car Washing:

Use of hoses for car washing is not permitted (for water conservation)

Landscaping:

Shrubs, evergreens, and foundation planting must conform to Association plan for the landscaping of the community. All plantings become the property of the Association, and can be removed at the discretion of the Board. Plantings that are causing damage or possible damage to privacy walls or interfere with meter readings will be removed also plantings that may interfere with emergency equipment using the breezeway will be removed. All shrubs must be placed 18" away from walls or placed in containers.

Any questions should be addressed to the Board Landscaping Liaison

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Tomatoes and other edibles should not be planted in ground due to pesticides. Use pot containers for growing tomatoes, vegetables, and herbs. Breezeway plantings are to be confined to low growing flowers and plants. To conserve water please use a watering can instead of a hose if possible. **Mulch must be 5" from all walls, including privacy walls.**

Parking Rights

Each unit within the Village at Linwood, irrespective of the number of owners of such unit, shall have the use of no more than two (2) parking spaces for approved vehicles within the designated parking areas of this condominium. **Only one space per car. THERE ARE NO RESERVED PARKING SPOTS**

The Clubhouse parking area is only to be used when attending a clubhouse function. No Overnight Parking.

No unit owner may park or designate by signs, initials, numbers, or any other additions or alterations any parking spaces within the condominium. (Any such designation of parking spaces shall be done only at the expressed direction of the Board of Directors of the Village at Linwood Condominium Association.)

The Association has designated **COURTESY**, handicapped parking spaces throughout the property. Only vehicles with State handicapped licenses or "blue handicapped placards" may utilize these designated parking spaces.

VIOLATORS MAY HAVE VEHICLES TOWED AT THEIR EXPENSE

Vehicle Requirements:

Approved vehicles shall include any conventional passenger vehicle. Commercial trucks, **with signage, are not permitted overnight.** A pickup truck, **without ANY advertisement,** but with a commercial tag, is permitted.

All motor vehicles shall display current State registration tags and current inspection stickers, and must be maintained in proper operating condition, so as not to be a hazard or nuisance by noise, exhaust emissions, fluid leaks, or appearance. No abandoned or junk vehicles, no trailers of any kind (including campers), motorcycles, moped, limousines, motorbike, motor homes or boats shall be permitted to be parked in the condominium area.

No repair of vehicles shall be made within the Condominium property and its common areas except for the fixing of a flat tire or emergency road service.

Clubhouse:

Use of the clubhouse is restricted to owners and tenants (see the special section concerning rental of the Clubhouse).

Clubhouse use by condominium owners is encouraged. An individual or small group may use the coffee maker or microwave. The stove should **ONLY** be used for warming food. Kitchen area must be kept clean and in order.

Political functions or religious services are not permitted.

Abuse of the Clubhouse or recreational facilities will result in immediate restriction of its use.

Owners and tenants are liable for the cost of repairs resulting from damages to any amenities at the Clubhouse or recreational areas caused directly or indirectly by owners/tenants and/or their guests. There will be **NO SMOKING** in the Clubhouse.

The fireplace may not be used.

Table covers must always be used for any type of eating, playing cards, and/or any other games. Proper attire (shoes and shirts) must be worn in the Clubhouse. Wet bathing suits allowed only in bathrooms and hallway leading to bathrooms.

Clubhouse is not to be used as a playroom for children.

Recreational equipment is for the use of owners, tenants, and their guests. After use, the equipment must be returned to its proper place. Training & **access code** required for Treadmill.

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Furniture or equipment is not to be removed from the clubhouse except with the permission of a Board member. Said equipment must be returned to the clubhouse within 24 hours.

Clubhouse Rentals:

Rental of the Clubhouse is limited to unit owners and renters, and for the immediate family when the function is for the unit owner or renter. All rentals are subject to the approval of the Board of Directors.

The Activities Coordinator shall bring to the attention of the Board all rental requests.

Application for rental of the Clubhouse will be reviewed by at least two Board members.

Certificate of insurance is required from provider of services when Clubhouse is rented.

Children's parties are not permitted.

The use of balloons as decorations is not permitted.

Clubhouse renters shall be responsible for insuring that their guests park in areas designated at the time of the event.

The renter is responsible to remove all trash from the building immediately after the event.

Rental, cleaning, and dance floor fees are payable two weeks prior to the date of the affair.

Clubhouse Rental Schedule of Fees:

Rental: \$200.00 per day. The renter must receive anything delivered to the Clubhouse. The maintenance person should not receive it.

Cleaning: \$50.00 not refundable. \$65.00 if the oven needs cleaning

Deposit: \$200.00 this additional sum is payable when reservation is made and refundable if no damage is incurred. Cost of any damages in excess of the deposit will be charged to the responsible owner.

TENNIS AND SHUFFLEBOARD

The tennis and basketball courts are for the exclusive use of owners, tenants, and their guests. Keys are available by request from a Board member or maintenance Supervisor.

Hours: 8:00AM to 8:00 PM (no lighting available).

Attire: Proper attire. Shirts and tennis shoes are required.

Restrictions:

1. Children, under 10 and non-players are not permitted on the courts.
2. Children who are 10 to 14 must be accompanied by an owner or tenant.
3. Playing time is one hour, unless no one is waiting.
4. Old tennis balls, tin tops, etc. are to be placed in the trash container and not left on tennis courts.
5. No pets or vehicles are allowed inside tennis courts. _

Shuffleboard Equipment

The shuffleboard equipment is kept in the coat closet at the clubhouse. Equipment should be picked up before 3:30 PM. After 3:30 you can contact a board member to open the clubhouse for you. All equipment should be returned the following morning.

POOL

Please remember that our pool is for an adult community. Our residents have priority. HOURS: 12:00 P.M. to 6:00 P.M. daily, EXCEPT for Friday & Saturday, during July and August, when the pool will stay open until 7:00 PM. Children may swim from 12:00 - 4:00 P.M. Children may be permitted to use the pool after 4:00 P.M. if it does not interfere with adult swimming. This is at the discretion of the lifeguard or Board Members.

IDENTIFICATION: Owners and tenants must sign in at the lifeguard station GUESTS: Owners or renters **must** accompany guests to sign in. An adult must remain with guests 12 years and under. Conduct: Running on the pool deck, diving, or jumping into the pool is not allowed. Lifeguard has full authority to have violators removed from the pool.

Access: No congregating on the steps leading into the pool.

Access into the pool must be kept clear always.

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CHILDREN: All children must wear swimsuits. **Diapers are not allowed.** Infants and toddlers must wear swim diapers. Children, under the age of 12, are NOT permitted in the heated spa.

An adult must be in the pool with children wearing arm flotation devices. Flotation Items: Toys, rafts, and balls are not allowed. Noodles are the only acceptable floating toys allowed.

Attire: Swimsuits only. No jeans or cut-offs in the pool. Hair shoulder length or longer must be tied back or contained in a cap.

Towels: Required on lounge chairs to prevent damage

Furniture: Tables, chairs, and lounge chairs **MAY NOT** be reserved

Glass: Not allowed at poolside

FOOD AND DRINK: Not allowed within three feet of pool

OBJECTS: Throwing coins or other objects into the pool is not permitted.

POLICY: Our lifeguard is empowered to enforce the above rules; infractions of rules or the attempt to supersede the authority of the lifeguard may result in restriction of privileges.

DATE OF OPERATION: Memorial Day Saturday through Labor Day Monday. Open weekends only from Memorial Day until the second week of June when school is out.

INVESTORS TENANTS AND ABSENTEE OWNERS

RENTALS AND LEASES

Owners must rent to adults 55*** years old and older with no children under 19 years of age in residence. Management must be notified of **ALL** rentals.

Original Rentals must be for at least a minimum of one (1) year. Extensions may be for any amount of time. Any type of situation for less than a year, will need to be considered, and approved, by the board.

Owner must apply to the City of Linwood for a certificate of occupancy and forward a copy to the Management Company.

Unit must include smoke alarms and Carbon Monoxide alarms that are in operating condition.

Owner must supply tenant with a current copy of the Rules and Regulations of the VAL Condominium Association.

It is important that management knows of any change in ownership or tenancy.

Copies of the lease and any addendums shall be filed with the Management Company.

The tenant is required to carry a Tenant's Insurance policy, and a copy of the cover sheet shall be forwarded to the Management Company within 30 days of signing the lease.

Lease addendum will authorize the Board to direct the tenant to apply his rent directly to the Village at Linwood if the owner is in arrears.

This rule was adopted on April 26, 1992, by a majority vote of the Board at a general meeting of the Association. Subletting by the renter is not permitted.

*** The Village at Linwood is compliant with the Federal Fair Housing Act: Subsection: Housing for Older Persons Act (HOPA), which establishes 55+ communities that can discriminate against children under 19 years of age. HOPA allows 20% of the units to be occupied by persons under 55. The Village at Linwood specifies that this 20% must include at least one resident be at least 50 years old.

Owners or investors, with tenants, shall check with the Management Company to be assured we are not beyond the 20% limit.

END

Please destroy all prior copies of Rules & Regulations
and file this Document with your important papers