

June 2023

*Dear Resident,*

*A great deal of time and consideration went into preparing and revising these Leisure Village East Rules and Regulations. It is hoped that you will take the time to thoroughly read this document*

*These Rules and Regulations are meant to protect the ownership rights of all unit owners. Specific restrictions have been adopted in order to maintain the aesthetic and architectural character of our village. Others are intended to ensure a safe, secure, and harmonious community for all residents.*

*Please also remember that residents are responsible for keeping up to date with any changes that may be made to these Rules and Regulations in the future.*

*The LVE Board of Trustees*

## Emergency Procedures

A. Emergencies Requiring Police, Fire Department, EMS:

First dial 911 and then notify the Gatehouse at **732 – 473 – 7142**.

Make sure the 911 dispatcher has your phone number and the address of the emergency. All responders will have immediate access at all times.

B. If you are reporting the emergency for yourself, provide the following information to the security person at the gate house:

1. Your full name.
2. Your unit number.
3. The nature of the emergency.

C. If you are reporting the emergency for someone else:

1. Identify yourself.
2. Provide the person's name, address and phone number.
3. The nature of the emergency.

If reporting a fire, burning odor or smoke, the unit needs to be evacuated immediately.

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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 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 will result in a fine for disrespecting the common good.

Owners, residents and guests shall comply with provisions of the Rules and Regulations. These Rules and Regulations were adopted by resolution of the Board of Trustees at a meeting held on May 23, 2023 in accordance with the N.J.S.A. 46-8D-14. Compliance will contribute greatly to the safety, health, comfort and well-being of all residents of the community.

## **GENERAL**

**Definitions:** Common Elements – Refers to all areas of the village that are not included as part of the interior of your own unit. Limited Common Elements – Those areas of the common grounds which the association grants the resident/owner exclusive right to use (ex. 3-foot area, porch, designated parking spots).

### **A. Occupancy and Use of Units:**

The residential units shall be occupied and used as private residential dwellings and conversion to any other use is prohibited. No business, trade, profession nor any room rentals shall be conducted or allowed in any unit. Garages are to be used for vehicle parking and/or light storage only. Conversion of the garage for any other purpose is prohibited. If the unit residents have two vehicles, the residents must park one car in the garage and one car in the driveway. Personal property storage is allowed only to the extent that a car can be parked in the garage with the garage door closed. All additional vehicles must park in a designated overnight parking area. (See Parking, section D).

It shall be the responsibility of each Unit Owner to provide the Association Secretary with the names of every occupant of his/her unit within seven (7) business days of the occupant moving in or be subject to a penalty/fine as set by the Association. Not more than three persons, or the legal limit set by statute or local ordinance, shall occupy any unit, exclusive of guests. A guest's stay may not exceed ninety (90) days in twelve (12) consecutive months. Should a guest's stay be extended beyond the ninety (90) day limit, he/she becomes an occupant. At that time, the Association must be notified, and the Association fee adjusted accordingly, or the owner will face a penalty/fine as set by the Association.

Occupancy of all units is restricted (a) to any person of the age 55 years or over; or (b) a husband or wife, regardless of age, residing with his/her spouse, provided the spouse of such person is of the age of 55 years or over; or (c) the child or children residing with a permissible occupant, provided the child or children are of the age 19 years or over; or (d) the individual(s), regardless of age, residing with and providing physical or economic support to a permissible occupant. Upon the death of the age-qualified occupant, a resident spouse or domestic partner who is not 55 but wishes to continue to reside in the unit, must notify the Association of their intent to do so. Any other occupants who are not age-appropriate will be required to move out.

The Association is authorized to obtain verification of age of all proposed residents through copies of driver's licenses, birth certificates or similar recognized substantiation. The Association will require prospective residents to provide proof of their age-qualified status prior to moving into the Association. The Unit Owner must certify that the person(s) occupying the residence meet the age requirements. The Association will require a census to be conducted at least once every two (2) years to ensure compliance with the age restriction. (Leisure Village East Association Bylaws Article III, Section 10 a, b, c).

## **B. Use of the 3-Foot Area**

The 3-foot area is considered a limited common element and the Association grants to the homeowner/resident the use of the 3-foot area around the perimeter of the unit. It is the owner/resident's responsibility to maintain this area and to follow the guidelines set forth below:

- Bushes cannot be higher than the windowsills on the front and back of the unit, or no higher than five (5) feet at the corners. Bushes on the sides of end units are to be no higher than the roof line and must be trimmed at all times. A one (1) foot space must be maintained between the plantings and the exterior of the unit.
- No trees are allowed within the 3 ft. area.
- Potted plants or ornamental decorations may be hung from shepherd's hooks in the 3 ft. area. (Empty pots must be removed when not in use.)
- Furniture within the 3 ft. area is limited to a bistro set, or 2 Adirondack chairs or a bench.
- No storage units of any kind are allowed in the 3 ft. area.
- No climbing vegetation is allowed on any part of the building.
- Ground cover, such as ivy, pachysandra, or climbing vines of any type, is prohibited as it tends to provide a haven for rodents.
- No trellises are allowed.
- Bedding material in the 3 ft. area is limited to top soil, cedar mulch or 1-3 inch river rocks.
- Nothing is allowed to be hung from the soffits, gutters or leaders.

- Nothing decorative can be hung or nailed to the siding or brick façade of the unit.
- No awnings of any kind can be hung or nailed to the siding, soffits, gutters or brick façade of the building.
- Pavers may be placed in the 3 ft. area, but may not be permanently affixed to the ground and/or exceed your unit. – **Permit Required.**
- Edging stones or other material delineating the 3 ft. area shall not exceed four (4) inches above ground level and should be an earth tone color.
- Holiday decorations should not cause any damage to the exterior of the unit and must be removed within a reasonable time. If you wish to hang lightweight icicle lights for the Christmas season, you may hang them from your gutter provided you use the set's attached plastic clips. (Christmas decorations must be removed by the end of January.)
- Proper maintenance of the plantings in the 3 ft. area is the responsibility of the unit owner.
- You should not add any chemicals (fertilizer, weed killers, grub or insect control, etc.) to the area beyond the 3 feet adjacent to your unit as these chemicals may interfere with the ongoing village programs.

## **Common Ground Guidelines**

### **A. General Restrictions**

- All outside facing doors on the front and back of your unit must be white.
- Permanent in-the-ground flag poles cannot exceed twenty-five ft. – **Permit Required.**
- All windows must be white. When replacing windows, other than the bay window and/or porch windows, all other windows must be of the tilt-in variety and include grids. **Permit Required – Exhibit A**
- Satellite Dishes – They may be mounted on the ground or on the eaves of the building, but not on the roof. – **Permit Required**
- No patios may be placed in the front of the unit. Patios are allowed at the rear only. Before installing a patio, or changing an existing one, the resident/owner must obtain and complete the Architectural Guidelines Form which can be obtained from the Administration Office. The maintenance of the patio is the sole responsibility of the owner and must be maintained safely at all times. **Permit Required – Exhibit B**
- No potted plants are allowed to be placed on any unit's outside stairs.
- No furniture, benches, flower beds, ornamental objects or stones are permitted on the common grounds except as provided for in these Rules. Furniture or articles of any kind temporarily put out on the common ground during nice

weather must be taken in each evening. Portable children's pools are not allowed on the common grounds.

- If any alterations are made in the common grounds, such as patios, steps, walkways, resident installed railings, trees, etc., it will be the financial responsibility of the resident/owner unless it is deemed to be a safety issue by the Town of Lakewood or the Community Manager.
- All landscaping, planting or removing trees in the common grounds requires written approval of the Architectural Committee. Nailing any object to a tree is prohibited.
- Feeding the ducks, geese, other water fowl or ground animals is prohibited. The Association has a Wild Animal Policy which includes trapping regulations. – **Exhibit C.**
- Disturbing the peace, such as loud music, revving cars or other objectionable noises that disturb residents, is not permitted on Association grounds.

## **B. Pets on Association Property**

1. The Association will require registration of all pets in the Association records. A license for each dog must be obtained from the Township of Lakewood and this information is to be submitted to LVE management on the Pet Registration Form. **All dog owners must show proof of license every year by February 1.** These forms can be obtained at the Administration Office during normal business hours. Failure to comply will incur a fine.
2. No more than one (1) dog (or 2 cats) may be kept in a unit. Any resident who has 2 dogs may keep them. However, when one passes away, it may not be replaced.
3. No dog or cats are allowed to roam loose at any time.
4. Pet owners must walk their pets on a leash, which may not be more than 5 feet in length. Expandable leashes are prohibited. Owners must keep their pets under complete control at all times. Pet owners are also required to curb their pet and immediately clean up any waste made by their pet or a guest's pet. They must dispose of any waste appropriately. **(Not in our lakes or sewers.)** Please use appropriate receptacles. Pets may not be tied or otherwise confined outside the unit. All residents or owners are responsible for the pets their guests bring in.  
**\*\*\*Note: Anyone not following these rules will be fined.**
5. Snakes are not permitted to be kept in any unit.
6. Pets are not allowed in or around any of the recreation areas (pool, golf course, shuffleboard or bocce courts, Barton Hall, etc.).

7. In the event of a pet attack (against a person or animal), whether the pet is leashed or unleashed, animal control will be notified and the owner may be fined up to \$500 per incident and/or the pet may be permanently removed from the Association premises at the Board's discretion. If a second incident occurs the pet **must** be permanently removed from LVE premises. It is the resident's responsibility to notify the Administration of the incident and to call the police after such an attack so that there is an official police report.

### **C. Fire Safety**

1. Kerosene, wood or coal heating devices or stoves, and the fuel for their use, are prohibited on LVE property.
2. Outdoor grills must be propane. They are only allowed in the back of the unit at a distance of no less than five (5) feet from any structure. When not in use the grill must be kept outside and the propane tank must be shut off or disconnected from the grill. Also, make sure it does not interfere with lawn cutting when not in use. Empty propane tanks may, if necessary, be stored in the garage only. These tanks must be empty and the tank valve must be open. Please use sensible care and follow all manufacturer's directions for care, use and storage.
3. Fire Tables are permitted but must obey the following guidelines:
  - Must be propane, natural gas or gel only.
  - Must have a tempered wind guard of at least six (6) inches in height.
  - A unit owner/resident must be present at all times to monitor the area when an open-flame device is in use, and is responsible for any damage to structures, patios, fences and landscaping. Any damage caused by an open-flame device that requires repair or replacement will be billed to the unit owner.
  - Must follow the same rules as required for propane grills.

### **D. Signs**

1. Open houses are permitted by owners and realtors provided an Open House permit is completed at least 3 to 5 days prior to the open house. Open houses are only permitted on Saturdays and Sundays, from 12 noon to 4:00 pm. Signs may be placed on Shorrock Street, preferably on the center island. Signs within the Village are permitted at the end of Dumbarton Drive and at the entrance to the side street and the cul-de-sac of the unit being sold, only on the day of the open house. All signs must be removed by 4:00 pm. If the open house permit is not completed and approved by the management, the resident will be in violation and the gate house attendant will not allow perspective buyer's admittance to the Village.



2. Private garage sales by residents are prohibited. A bulletin board in Barton Hall is available, only to residents, for the advertisement of personal items for sale (consult the Recreation Director).
3. Signs are not permitted on the common property. However, up to two (2) signs per unit are allowed but must be placed in the unit's windows.
4. Unit owners/residents are responsible for securing any signs they display in such a way that the sign(s) does not jeopardize the soundness and safety of any person or property. However, in no event shall any sign, or device used to secure a sign piece, damage any common element or limited common element. (Ex: signs may not be screwed onto a deck or railing.) The Association shall not be responsible for the damage or destruction of any signs that are not removed to permit landscaping activities or any other maintenance or repair activity. Any damage to the common grounds or any other owner's property, caused by such signs shall be the responsibility of the person who displayed the sign.
5. Residents may post political signage for National, New Jersey or local governmental elections using the following guidelines:
  - Quantity: 2 signs.
  - Placement: Interior windows.
  - Size: No greater than 24 inches wide and 18 inches high.
  - Duration: Signs may be posted 45 days prior to the election date and be removed within 7 days after the election date.
6. Signs are permitted to be placed only in the locations indicated above. Under no circumstance shall such signs be any larger than 24 inches wide by 18 inches high.

#### **E. 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 the collection (never on the weekend). Residents/owners 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 contractor's requirements.

For residents who do not have a garbage receptacle in the ground, they must obtain a covered garbage can to store their trash. It must be placed either in the garage or inside the unit itself. The covered garbage container can be placed out no earlier than the prior night before garbage collection and must be removed within 24 hours of the scheduled trash collection. Failure to comply will incur a fine.

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 contractor's requirements. In the event of non-payment of such a charge a lien may be placed against the unit.

#### **F. Bulk Pick-up**

Waste Management will pick up miscellaneous items such as carpeting (4 ft. strips, tied or taped), chairs, sofas, tables, mattresses/box springs (must be wrapped in plastic), etc. Call the administration office @732-477-7900 to schedule a pick-up.

After notifying the Administration office, you may place non-metal items at the curb for pick-up on Monday or Thursday in the following quantities only: 3 contractor-size bags; or 1 sofa/mattress/box spring (wrapped in plastic); or 2 chairs; or 2 tables. For larger quantities you will need to arrange for a dumpster or hire a contractor to clean out the unit. Dumpsters must be removed by 6 pm on the day they were brought in. **(No Sundays)**

TV's, computers and all other electronic equipment will be picked up free by the maintenance department.

**\*\*\*Note:** Waste Management will not pick up refrigerators. LVE will pick up refrigerators, evacuate the freon and dispose of them for a fee of \$75. Call the Administration office @732-477-7900. Neither LVE or Waste Management will pick up stoves, washing machines, dryers or dishwashers. Anyone placing these items outside their unit or at curbside, will be fined. **All rules will be strictly enforced.**

#### **G. Recycling Materials**

1. Paper Material: Books (paperback & hardcover), catalogs, brochures, phone books, junk mail & envelopes, file folders, milk & juice cartons, magazines & newspapers, paper-all colors (with staples ok), paper grocery bags, shredded paper (put in a plastic bag and tied securely).
2. Cardboard: cereal and food boxes (flatten), clean pizza boxes (no wax coating or food waste).
3. Glass: bottles & jars – green, brown, clear (lids and labels ok, no need to rinse).
4. Aluminum & Tin Cans: aluminum food trays, beverage cans, vegetable & soup cans.
5. Plastic: bottles, jars, jugs, tubs (look for recycling logo on bottom labeled #1-#7, no need to rinse), grocery bags, nursery pots, plastic toys, yogurt containers.
6. Other: athletic shoes.

Non-Recyclable Materials: animal waste, bubble wrap packaging, chip bags & candy wrappers, electronic waste (computers, monitors, lap tops, mobile devices), fluorescent light bulbs, food waste (including fruit), hazardous waste (paint, automotive oil, batteries, solvents), liquids, laminated paper, paper napkins, paper towels, plastic 3-ring binders, plastic cups including lids & straws, plastic food wrapping, polystyrene foam including foam cups, plates and packing materials, restaurant grease/oil, sharps, solar panels, tires, used paper plates & cups, used plastic utensils, window pane glass/mirrors, yard waste (grass clippings, branches, leaves).

## **Home Improvements or Modifications to Unit**

### **Definitions:**

Contractor – 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 the whole or part of any residential or non-commercial property. It shall also include insulation installation.

No unit owner, occupant or tenant shall make any structural home improvement or modifications to the interior of any unit within Leisure Village East without prior written permission from the Association 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 preapproved 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 comply.

Under no circumstances 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 homeowner's 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.

All contractors doing work in LVE must have their certificate of insurance on file in the Administration Office before the start of the project. Owners doing work themselves are required to complete a **Hold Harmless** Form in the Administration Office.

**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 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.

**Permits Required by LVE:**

- Central Air Conditioner Unit
- Attic Fan (Installation will invalidate your roof warranty)
- Attic Stairs
- Bathroom (Township permit may be required)
- Ceiling Fan
- Porch Ceiling Fan
- Rear Door; Walkway & Hand Rails for Eton & Greenbriar (Township permit may be required)
- Door Replacement – Front & Back
- Exterior Light Fixtures
- Flag Pole installation – Common Area
- Hot Water Heater (Township permit is required for both electrical and plumbing)
- Kitchen (Township permit is required)
- Major Landscaping (Requires a sketch)
- Patio (Requires a sketch) – **Exhibit B**
- Renovations – Inside the Unit (Township permit may be required)
- Satellite Dish Installation
- Solar Tube (Hold Harmless Form Required)
- Window – All Types (Follow Permit Requirements) – **Exhibit A**
- Garage Doors

**\*\*\*Note: The Association will only be responsible for maintaining the windows if they are original windows. (This does not include the replacement of a complete window.) Once the original windows have been replaced, it is the responsibility of the unit owner to maintain them.**

**Permits are not needed for carpet and floor installations, window treatments or interior painting.**

## **Gate House**

Guests and commercial contractors must register at the gate house by giving their names and the name and address of the resident to be visited. All visitors must be announced unless the gate house has been notified in advance of their arrival or they are on the resident's guest list.

### **A. Guests and Any Type of Delivery Service**

1. Register frequent guests with the Administration Office.
2. Notify the gate house of an expected guest not on your guest list.
3. Notify the gate house of any expected deliveries (florist, food, etc.)
4. Unexpected guests must be announced by the gate house attendant to the resident and receive approval or they will not be permitted to enter LVE property.
5. Only food and medicine will be allowed to be delivered on Sunday or major holidays.
6. Between the hours of 11pm – 6 am, the entry gate will be automated. - **Exhibit D – Residents Guide**

### **B. Contractor**

1. Residents must notify the gate house attendant when they are expecting a contractor. Without prior notification from the resident, the gate house attendant must call the resident and receive approval or the contractor will not be admitted to LVE property.
2. Residents may put a long-term contractor on their guest list. The contractor must be removed upon the completion of the job.
3. When contractors come into the Village on a Saturday (not a holiday) the gate house must have a copy of any permit issued to the homeowner.
4. The gate house must contact the resident to make sure they are home before letting the contractor in.

## **Maintenance and Repairs**

### **A. Maintenance Department**

The Maintenance Department is available to Association members to repair certain defective or broken items in their unit. They will not be involved in any remodeling or upgrading project. – **Exhibit E – Work Order Policy**

- Only the unit owner is allowed to request a work order.
- Each job requires a separate request.
- Only on-site resident owners are permitted to call the maintenance department with their request.
- Off-site owners must submit their work order request, in writing, to maintenance.
- Non-owner residents must keep a signed letter from the owner, on file, giving them permission to request a work order. The owner will be billed.
- All work order requests must be submitted during normal Association business hours.
- Most work orders will only charge for parts. However, some work orders will also charge for labor. – **Exhibit F – Items with Labor Costs**
- No maintenance will be performed if the owner has a past due balance.

### **B. Emergency Repairs – Exhibit G – Emergency Procedures**

- Emergency requests made during normal business hours will be addressed immediately.
- During off-hours (nights, week-ends, and holidays), emergency requests must be made through the gate house.
- Any off-hour work order request that turns out **not** to be an emergency will incur an extra service charge.
- The following are considered off-hour emergencies:
  1. No AC > 85 degrees (outside temp.)
  2. Leaking AC handler
  3. No heat >2 rooms, Nov-March, < 65 degrees (outside temp)
  4. Heat – T-stat smoking
  5. Clogged toilet – 1 bath units
  6. No electric – ½ house
  7. Water heater leaking
  8. Frozen water pipes
  9. Roof and ceiling leaks – illegal hose bibs, etc.
  10. Major faucet/sink leaks and water lines/pipes leaking
  11. Fallen tree on unit
  12. No hot water – only emergency if on Sat or before 6pm on Sun
  13. Water main leak (street) – call MUA
  14. AC burning smell – call fire dept.

## 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 **Move-Out Permit** at the Administration Office during business hours at least two (2) days in advance of any such move-in or move-out. – **Exhibit H**. All such permits must be on file at the gate house. 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.

Once all requirements herein have been met, a move-out permit will be issued and a copy provided to the gate house. Moving in or out of the Village is only permitted Monday thru Saturday between the hours of 8:00 am and 6:00 pm. No loading or unloading is permitted prior to 8 am or after 8pm. No move-in or move-out is permitted on Sundays or Holidays.

## Parking

- A. AT NO TIME SHOULD ANY PARKED VEHICLE IMPEDE THE ACCESS OF ANY EMERGENCY VEHICLE.
- B. All residents must register all vehicles in the Administration Office and must display a **barcode** on the driver's side of all vehicles. No unit shall have more than a maximum of two (2) vehicles. Under special circumstances, on a case-by-case basis based on occupancy, the Board of Trustees or Management may grant approval for one additional vehicle.
- C. Parking Restrictions:
  - 1. No parking on any street or cul-de-sac during a snow event. (Parking will only be allowed at Barton Hall.)
  - 2. No parking on the side of the street which has a fire hydrant, yellow curb or a "No Parking This Side" sign.
  - 3. Overnight (11 pm to 6 am) parking is not allowed on any **lettered or numbered streets** (cul-de-sacs).
- D. Resident and visitor overnight parking is allowed in the following designated areas:
  - 1. Visitor's spots – **Note:** Visitor's spots are on a first come, first served basis – none are reserved for any one person or unit.
  - 2. Barton Hall parking lot.
  - 3. The following main named streets:
    - a. Argyll
    - b. Dumbarton
    - c. Balmoral

- d. Fife
- e. Shetland
- f. Aberdeen
- g. Clydebank
- h. Inverness
- i. Hamilton
- j. Thornhill

E. Resident Parking

1. Eton and Greenbrier – Resident's vehicle must be parked in your assigned spot only. If you have more than 1 vehicle you must use the designated areas.
2. Baronet, Winfield, Regency – Your car must be parked in your garage or driveway. If you have two (2) cars, one must be in your garage and one in your driveway. If your garage or driveway cannot accommodate your vehicle or you have a third car you must use one of the designated areas.

F. Visitor Parking:

All visitors staying overnight between 11pm to 6am whose vehicle will not be parked in their host's driveway or garage, must display a **Visitor's Pass** on the dashboard of their vehicle and park in one of the designated parking areas. A visitor's pass must be obtained by the resident at the Administration Office during normal business hours or at the gatehouse after hours, on weekend and holidays. The resident must present a valid LVE identification badge at the time.

Failure to obey these regulations will result in a warning letter for the first offense. The second offense will result in a fine being assessed against your account. The third offense will result in your car being towed. Failure to pay your fine in a timely manner or to contact the Administration Office will result in late fees being assessed against your account as well.

- G. No vehicles with commercial license plates, tractor trailers, buses, mobile homes, house trailers, campers, detached camper tops, motor homes, boats, boat trailers, or similar vehicles or equipment will not be allowed in without special permission from the Association.
- H. No abandoned vehicles may be left on Association property. Any vehicle deemed abandoned shall be towed. "Abandoned Vehicle" shall be defined as a vehicle that is not operated for a period of thirty (30) consecutive days unless otherwise permitted by the Board of Trustees. In the event an owner intends to leave a vehicle on the property for a period in excess of thirty (30) days because of travel or vacation plans, such vehicle shall not be deemed to be an abandoned vehicle provided that the owner has notified the Board of Trustee or its designee in advance of the length of time the vehicle will be left unattended and the Board of Trustees or its designee has agreed to a waiver of this rule in writing. Such waiver shall not be denied unreasonably.



## **Traffic Rules**

All traffic 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. All drivers shall have a current, unrestricted, operator's license and current vehicle registration plus vehicle liability insurance. All vehicles must have valid inspection certificates properly affixed to the windshield. All vehicles must have all license plates clearly visible. Any vehicle without this proper documentation will receive a written warning. Should the vehicle owner fail to comply, the vehicle will be towed at the owner's expense.

- The speed limit in LVE is 25 mph.
- All vehicles must come to stop at all stop signs.
- All vehicles must use directional signals for right and left turns.
- Pedestrians always have the right of way at street intersections and at designated walkways.
- No parking on the side of the street which has a fire hydrant, yellow curb or a "No Parking This Side" sign.
- Children using bicycles must be under adult supervision and must wear a helmet.
- Skateboards, roller skates, roller blades or scooters are **not** permitted.
- Adult motorized scooters, wheelchairs or bicycles are permitted.
- Motorcycles and mopeds will not be permitted to enter the village or be used on village roads. Such vehicles must park at the Administration Building.
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## **Vehicle Maintenance**

Mechanical and maintenance repairs to any motor vehicle are **not** permitted on LVE property. Examples of these repairs would be oil change, antifreeze, brake fluid, etc.

## **Association Fees**

Association fees are due on the first calendar day of the new budget year. The Association 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.

If a Unit Owner is in default in the payment of monthly operation and Association charges for at least thirty (30) days, the Board may notify the delinquent Unit Owner that the remaining assessment shall be accelerated if the delinquent installment has not been paid by the date stated in the notice, which date shall be not less than five (5) days after the mailing of such notice to him by registered mail. If default continues, the Board may accelerate the remaining installments of the assessment and notify the delinquent Unit Owner that a lien for the

accelerated amount shall be filed on a date certain stated in the notice if the accelerated balance has not been paid. (Leisure Village East Association Bylaws Article VI, Section 7)

Payment by the member of his/her share of the expenses aforesaid shall be made monthly on the first day of each month in the amount from time to time fixed by the Trustees, to the Treasurer of the Association at the principal office of the Association. A late charge will be assessed against any owner who fails to make an Association payment on or before the tenth calendar day of the month. (Leisure Village East Association Bylaws Article VI, Section 5)

The only exception to this late charge will be in the instance where an owner dies during the preceding month, and his or her estate is being probated. In this event, a thirty (30) day extension from the due date will be granted before the monthly late charge becomes effective.

To the extent now or hereafter permitted by the law of the State of New Jersey, the Board shall also have the power to levy fines, up to the statutory maximum, against any Unit Owner for violation of any Rule or Regulation of the Association or for any covenants or restrictions contained in the Master Deed or Bylaws. Collection of fines may be enforced against any Unit Owner as if the fine were common expense. Despite the foregoing, before any fine is imposed by the Board, the Unit Owner shall be given at least ten (10) day prior written notice and afforded an opportunity to be heard, with or without counsel, with respect to the violation asserted, by the Alternative Dispute Committee (ADR). (Leisure Village East Association Bylaws Article VI, Section 2)

## **Recreation Department**

### **A. Organization**

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

Recreation 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 and bocce, shuffleboard and horseshoe courts.

The Board of Trustees is responsible for the planning of social and cultural activities for the Association, exclusive of club events.

### **B. Barton Hall Policies**

1. Residents desiring to start a new club must have a written set of Bylaws and elect officers. All new clubs must have the written approval of the LVE Board of Trustees prior to their establishment. These Bylaws shall contain and acknowledge:
  - The authority of all LVE governing documents.
  - Shall limit their membership to residents of Leisure Village East.
  - Have two signatures required for club disbursements.
  - The club cannot be used for Political Action Committees.
2. All new clubs must file a copy of the Board approved by-laws and a list of the names of their duly elected executive officers with the Recreation Office before the Recreation Director can reserve a room for the club's meetings. After approval, the meeting dates are published in the Recreation Office's official calendar and a bulleting board is assigned to the club.
  - All existing clubs are required to update the list of names of their executive officers each year by October 1<sup>st</sup>.
  - October 1<sup>st</sup> is also the deadline for all clubs to submit their schedules for the next year.
  - Only under emergency situations will the Recreation Department any date changes for events or meetings after the schedule is submitted.
3. All non-chartered clubs or any groups of residents requesting space for a meeting must make their request to the Recreation Director at least five (5) business days in advance of their meeting in order to avoid conflicts with scheduled events. The Entertainment Committee, followed by sanctioned clubs or activities, have first choice for dates, time and room space.

4. At the discretion of the Recreation Director, advance notice for events and meetings may be reduced or waived. Conflicts in scheduling will be resolved by the Recreation Director.
5. The Recreation Director shall ensure that all rules and regulations regarding the use of meeting rooms, bulletin boards, scheduling and proper attire are strictly followed.
  - Any guest or resident creating a disturbance at Barton Hall shall be asked to leave.
  - Any guest or resident not wearing proper attire (including shoes and shirt and bathing suit cover-up) shall be asked to leave.
6. Club presidents or residents requesting the assistance of the custodial, maintenance or other employees should make his/ her request to the Recreation Director and not take employees away from their assigned task without the Director's approval. Unless residents are paying for the room, any extra set-up that requires the use of the custodial staff is to be done after hours and the employee is to be compensated by the resident or club.
7. Since we do not have custodians on the weekend and if a club decides on a date that is the day before or after another club's function, the club with the most attendance will dictate the table set-up. We will not call in a custodian to change the set-up unless the club is ailing to pay the custodial's overtime rate.
8. Any club or resident arranging with vendors or non-residents to provide services at any function must secure prior approval from the Recreation 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 Recreation Director, who will notify the gate house.
10. Barton Hall shall not be used for religious services.
11. 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, must first be granted approval by the Board of Trustees.

### **C. Bulletin Board Policies**

1. The Board of Trustees has approved rules and regulations for the use of Bulletin Boards. Only clubs approved by the Board are permitted to use a bulletin board. Bulletin Boards shall only be used to notify club members and residents of scheduled meetings, trips, guest speakers, club related social functions, get well or condolence wishes to residents of LVE.
2. It shall be the responsibility of any club or committee to maintain their bulletin board in a neat and orderly fashion and to abide by any of the rules, regulations or conditions listed herein.
  - All material posted by a club must be approved by its president.
  - All notices must be placed inside the glass case of the bulletin board which shall be kept locked.
  - No other placement is permitted, except as may be granted by the Trustees.
  - No notices to be placed on any door.
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 Recreation Director.
4. The Director of Recreation, acting as designee of the Board of Trustees, may direct the club chairperson to remove any notices or material that violates the following guidelines:
  - Any material – printed or photographs – that advocates the joining of or levels attacks on a race, religion or sexual orientation, or endorses or attacks a political party or candidate for Federal, State, County, Municipal or LVE Association is prohibited.
  - Commercial notices are prohibited. Club notices that inform the unit owners about guest speakers or demonstrations (cooking, crafts, gardening, etc.) for which a fee will be charged, may be posted, provided the notice does not promote products or other services for sale.
5. Any Committee or club failing to abide by the aforementioned rules shall forfeit their use of any and all bulletin boards in Barton Hall for a period of 45 days for each single violation and 90 days for a second violation and for a period determined by the Board for a third violation. Each posted notice shall be deemed a separate violation when determining the number of violations.
6. Special events or club meetings, approved by the Recreation Office, may also be displayed in the Barton Hall Lobby. Advance notice of club events can only be posted in the lobby 30 days prior to the event. No notices may be placed on any door.

7. In the event that a club needs to post advance notice for an event due to poor participation, a club can post a sign on the median after the gatehouse. Signs are not permitted to be posted outside of the Village gate. The Director of Recreation must be notified in advance of posting any signs and approval must be given.
8. In any dispute regarding the suitability of a posted item, the Board will make the final decision.

#### **D. Use of Recreational Facilities**

1. The use of recreation facilities shall be scheduled and supervised by the Recreation Director who shall be responsible for avoiding scheduling conflicts.
2. Lifejackets must be worn at all times by every person using the rowboat or paddleboat.
3. Clubs or residents who use recreational facilities shall be responsible for restoring the facility to its pre-use condition. Any broken or damaged items shall be replaced by the users at their own expense.
4. Resident owners who desire to use recreational facilities for a private “get-together” or for a meeting shall file an application with the Recreation Director. Subject to applicable Bylaws, Rules and Regulations, and availability of space, permission shall be given for the use or rental of facilities per the current rental fee. (Liability insurance of \$100,000.00 is required.)
  - No equipment shall be removed from its normal location for any purpose by a resident without prior approval of the Recreation Director.
  - Open flames and/or flammable materials are not permitted in or around Barton Hall or on any recreation facility’s common elements.
  - Residents must wear a resident badge while using recreational facilities. If a resident badge is lost, it may be replaced at the Administration Office upon request and payment of a small fee.
  - Residents must supply all guests, including children, with a “Guest” badge which must be worn while using any recreation facility. The badge will be made available upon payment of annual fees established by the Board of Trustees. The Board has authority to limit the number of guest badges. Residents must 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 must have a guest badge.

## **E. Golf Course**

1. All residents must wear a Resident's ID Badge on the golf course.
2. All guests must have a guest badge and be accompanied by a resident. Guest badges are available for purchase from the Recreation Office.
3. Use of the golf course and putting green is limited to residents and their adult guests.
4. All residents and guests are expected to follow the posted rules.
5. Please note that **pets** are **not** allowed to be walked anywhere around the golf course. Fines will be assessed.
6. Our golf course is a carefully maintained facility and intended only for the use of golfers participating in the sport of golf.

## **F. Fitness Room**

1. The fitness room is for **residents only**. No guests are allowed. Home health aids are not allowed to use the equipment. Aides are only permitted to assist.
2. All residents must have proper physician clearance before using the fitness room. Clearance forms can be obtained from the Recreation Office during normal business hours.
3. Residents are required to follow the rules posted in the fitness room and can only gain access with their own personal ID Scan Badge issued by the Administration Office.
4. An annual membership fee is required to use the fitness room. Fee may be paid at the Recreation Office during normal business hours.
5. Cell phone use is not allowed except in an emergency. Listening to audio (music, books, etc.), with the use of earbuds, is permitted.

## **G. Use of Pool and Patio Area**

### Pool Swimming Hours

1. Residents and Adult Guests:  
Daily – 10:00 am until 8:00 pm
2. Children under 16 years of age:  
11:00 am until 12:00 pm and 4:00 pm until 6:00 pm

**“NO LIFEGUARD ON DUTY” NJAC 8:26 – 5.1**

**“PERSONS UNDER THE AGE OF 16 MUST BE ACCOMPANIED BY AN ADULT.”**

**“NO SWIMMING ALONE.”**

### Pool Access

1. The Association’s pool may only be used by residents of the Association and their guests. This shall specifically include resident owner, tenants, and the families thereof.
2. “Nonresident owner” shall be defined as any owner who does not personally reside within the Association. It shall not matter if the owner’s unit is rented, vacant, or occupied by some other means. So long as the owner does not personally reside within the Association, he or she shall be considered a nonresident owner for purposes of this resolution.
3. Non resident owners shall not utilize the Association’s pool, nor shall they allow their family and/or guests to utilize the Association’s pool.
4. Only residents of a unit in good standing and their guests will be permitted to utilize the pool.
5. Guests that are attending a gathering at Barton Hall are not permitted to utilize the pool facility.
6. Only those with a resident ID or guest badge will be permitted in the pool area.  
(Contact the Recreation Department at 732-477-6150 for information on how to purchase a guest badge.)
  - No badges will be sold or issued at the pool area.
  - Residents may purchase guest badges from the Recreation Office during regular business hours. A maximum of six (6) guest badges per unit is allowed. A fee shall be paid for each guest badge.



### Pool Use and Regulations

1. Resident ID or guest badge must be shown to gain entry to the pool area.
2. Children under the age of sixteen (16) must be accompanied by a responsible adult, 18 years or older.
3. Any person showing evidence of any communicable skin disease, sore or inflamed eyes, colds, nasal or ear discharge or any other communicable disease shall be denied admission to the pool water.
4. Any person with excessive sunburn, open blisters, cuts or bandages shall be denied admission to the pool water.
5. No person experiencing or recovering from diarrhea or having any signs or symptoms of gastrointestinal (stomach) disease in the past seven (7) days may enter the pool water.
6. All those in diapers must wear diapers, sometimes referred to as "swimmies", that are specifically designed for immersion in water. Do not wash out soiled diapers in the bathing water.
7. All persons are encouraged to use the restroom before entering the water. Immediately report any "accidents" you observe in the bathing waters to the pool attendant.
8. No animals, except certified service animals, shall be allowed in the pool area.
9. All persons are encouraged to shower before entering the water. There shall be no playing under the showers.
10. Conduct which endangers the safety and comfort of others shall be prohibited. No diving or jumping into the pool, running around the deck, horseplay, or unnecessary splashing shall be permitted in the pool area.
11. There shall be no yelling or loud music in the pool area.
12. Persons suspected of being under the influence of drugs or alcohol shall be prohibited from entering the pool area and any other recreational areas.
13. Use of the pool shall be prohibited during an electrical storm. In case of inclement weather, the Recreation Director, with the consultation of at least one Board member, will decide if the pool will be re-opened or opened.
14. Glass containers and alcoholic beverages **are not** permitted in the pool area. Any residents/guests who do not comply will be asked to leave.

15. Non-alcoholic beverages, as well as small snacks, must be in a sealed plastic container and will be permitted in the pool area. All other food (pizza, subs, etc.) must be eaten in the upper patio area.
16. Cut-offs or other street clothes (with the exception of t-shirts) are not permitted in the pool.
17. No toys such as, but not limited to, balls, Frisbees, etc. are permitted in the pool.
18. Life jackets, noodles and goggles are permissible in the pool.
19. All pool furniture, wheelchairs, walkers, strollers and all other items must be kept behind the blue line.
20. Pool furniture may not be reserved.
21. Bicycles of any type are not permitted within the fenced pool area.
22. All umbrellas must be closed when it is windy and when leaving the pool. All chairs and lounges must be returned to their proper place when leaving the pool.
23. There is no smoking or vaping in the pool or patio areas.

#### Pool Monitors

1. The Association will be responsible for hiring pool monitors and providing them with training as to their duties and the rules covering the pool and patio areas.
2. Any resident or guest who is disrespectful to the monitors will face possible suspension of their pool privileges at the discretion of the Board.

#### **H. Use of Association Facilities for Private Parties**

1. ALL CHILDREN MUST BE KEPT UNDER THE SUPERVISION OF AN ADULT AND MUST REMAIN WITHIN THE PARTY GROUP AT ALL TIMES OR YOUR SECURITY DEPOSIT **IS** IN JEOPARDY.
2. The service and consumption of all beverages are restricted to the rented rooms. No **ALCOHOLIC BEVERAGES** of any kind shall be served or consumed in any other portion of the building or grounds, except within the rented rooms.
3. **SMOKING** or vaping is not permitted inside of Barton Hall.

4. No candles or open flames (except STERNO heaters for food) shall be permitted.
5. The gatehouse must be notified of private and club events, including the name of the host and party.
6. Any expendable items to be used during the function shall be furnished by the person signing the Facilities Use Permit.
7. Those renting LVE facilities are responsible for leaving said facilities in the condition that they found them.
8. Pets are not allowed at any function in Barton Hall except for certified service animals.
9. The fees for any room in Barton Hall shall be:
  - Security Deposit shall be required and fully refundable only if all rules concerning private parties are met.
  - A rental fee must be paid in advance, upon booking of the auditorium with kitchen privileges or upon booking any other room in Barton Hall with limited kitchen privileges (no cooking - must be catered).
  - The keys to the kitchen are to be picked up on the Friday prior to the function between the hours of 9:00 am to 3 pm. At that time the signatory or his/her designee will speak to the custodians regarding room set up and to pick up the keys. If this procedure is not followed and someone is called to dispense the key, the signatory will be charged an additional fee, which will be deducted from the security deposit. All keys are to be returned to the security guard immediately following the function.
  - The rental is for a period of four (4) continuous hours, but not after 10 pm. The rental period may be extended with the permission of the LVE Recreation Director. Additional fees will apply.
  - The use of the recreation facilities such as the swimming pool, shuffleboard courts, golf course, and bocce courts are not permitted.

#### 10. Facilities Use Permit – **Exhibit I**

The Facilities Use Permit can be obtained from the Recreation Office during normal business hours. The Facilities Use permit must be submitted and approved by the Recreation Director at least 2 weeks prior to the function.

The signatory of the Facilities Use Permit does expressly indemnify and agree to hold Leisure Village East Association, its officers and employees, harmless against any and all claims of whatever nature and by whatever cause, arising from the use of said facility and the access thereto. The signatory shall reimburse the Association for any and all costs and expenses incurred by the Association in defending itself, its officers and employees, against such claims. All such claims shall be promptly reported to the signatory's insurance carrier.

All residents using the Association's facilities for private parties shall be required to adhere to the LVE Association's insurance requirements. Said requirements shall be available at the Recreation Office during normal business hours.

## NOTES