

Vassar Unit Owners, Guests, and Tenants

Summary of Vassar Square Condominium Rules and Regulations and By-Laws

Please read carefully and share with anyone who visits Vassar as all owners, guests, and tenants are responsible for following ALL Association Rules and By-Laws. This is a summary of your responsibilities. Refer to the Rules and Regulations and By-Laws documents for complete information. Thank you.

Rules emanate from the Board and/or the authorized Manager. (Rules and Regulations 1.K)

Use of Building Facilities

Party Room is available at a fee for private, non-commercial, non-political or money-making activities. Contact Management to arrange.

Sauna Room is not available for use at this time.

Washers/Dryers: Clean lint filter, wipe spills, and remove sand from clothing prior to washing or drying articles. Report any issues to the front desk staff immediately.

Contractors: Remodeling work must be pre-approved by Management. Contractors must sign in and out. They must have liability insurance with a \$500,000 minimum, workers compensation coverage, and any required Building Permits. Contractors must protect hall carpeting and tiles and may not work in hallways. They may not use trash chutes, dumpsters, or laundry sinks. They must follow summer and winter work schedule and use Service Elevator only.

Proper Attire is required at all times. Sand-free clothing and footwear such as, a shirt or top with shorts or pants, or a beach cover-up robe. Bathing suits without cover-ups are not permitted in the lobby.

Pool Rules are posted in the pool area. Shower before entering pool and remove sand prior to going into the pool. Swimmy protective underwear is required as needed. Use trash receptacles.

Roof Level Age Restrictions: Except for Exercise Room rules, children under 13 must be accompanied by an adult.

Exercise Room: Must be 18 or older to use. Use is at one's own risk. Vassar accepts no liability. No bathing suits allowed. Shirts and rubber-soled shoes required. Use equipment responsibly and wipe it after each use.

Unoccupied Unit: Notify manager if unit will be unoccupied for seven or more days. Provide contact information to manager.

Notice of Meeting: Notice of all open Board Meetings shall be posted at or near the front desk. Minutes are available upon request.

In Case of Emergency: The name, address, and telephone number of the emergency contact of all owners and tenants must be provided to the Manager.

Entry of Unit: Manager has authorization to enter a vacant or unoccupied unit in case of an apparent emergency, without permission of the owner. A written report describing the reason shall be left in the kitchen.

Unit Keys: All Owners and/or Lessees shall deliver to the Manager a set of keys to their units. Keys will not be released (except in emergency) without the written authorization of the Unit Owner and/or Lessee.

Use of Luggage Racks/Carts: Large racks are only permitted in elevators 3 and 4. Smaller carts are permitted in all elevators. All racks/carts are to be returned to the outside lobby area within 15 minutes.

Smoking: Vassar Square is a SMOKE FREE building, effective July 9, 2017. Smoking is not permitted, except, however, unit owners as of July 9, 2017 and their guests shall be permitted to smoke on their individual balconies attached to the unit provided the balcony door to the unit is closed and the smoke does not intrude onto the common area or any other balconies or units. (By-Laws, Article IX, 5)

Restrictions upon Use are to family residence purposes with the following number of persons permitted to reside regularly in the units:

Efficiency 2 people; One bedroom 3 people; Two bedrooms 4 people; Three bedrooms 6 people

Owner, lessee, or other occupant may not alter the appearance of any exterior surface or place blinds or awnings on any exterior opening that would adversely affect the uniform exterior appearance; may not make structural additions without Board approval; permit loud and objectionable noise or obnoxious odors to emanate from the unit; or play amplified musical instruments. Further, they may not make any use of a unit which violates any laws or ordinances of any governmental body; fail to conform and abide by the Master Deed, By-Laws, and the Rules and Regulations; fail to allow the Board or its agent to enter the unit to determine compliance. Nor may they erect, construct, or maintain any wire, antennas or other equipment or structures on the exterior of the building without prior written consent of the Board; permit anything to be done which will increase insurance rates; commit or permit any nuisance, immoral, or illegal act to be committed; divide or subdivide a unit for the purpose of sale or lease, except to owner of an adjacent unit to be occupied as one unit; obstruct the common way of ingress or egress. Owners, lessees, guests may not hang laundry or other objects which are visible outside unit; allow anything in the hallways or other common areas; allow rubbish, garbage, or trash to accumulate as each unit and the common area is to be kept at all times in a clean and sanitary condition; prevent any fire or health hazard to exist. May not use common elements in such a way as to abridge the rights of others; allow a minor to occupy a unit without adult supervision; permit the use of any balcony for cooking, housing pets, storing bicycles, refrigerators or any personal property excluding porch furniture; keep furniture which contains water or other fluid in any unit; permit children to play in halls, stairs, or elevators; attach washers and/or dryers to common elements

Leasing of Units: Unit Owners wishing to lease their unit must be current on all fees and assessments. Lease must be a minimum of 3 consecutive months and one lease per year is permitted. No unit may be leased without submission to Board all information regarding said lease on forms provided by Association and an accompanying processing fee, currently \$250.00; Management will arrange interview with ALL prospective tenants prior to unit occupancy; upon approval by Lessee, said lessee will acknowledge in writing receipt of and willingness to abide by all Rules and Regulations and By-Laws; Lessee will submit a refundable deposit in the amount of \$500.00 as security; lease extension requests

Enforcement. Fines of \$50.00 may be levied against members for violations(s) of any rule or regulation or use restrictions. Each violation that continues after notice shall be considered a separate violation. By-Laws; Article VIII
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must be approved by the Board 30 days prior to lease expiration; Lessee may not serve on any Association committee or Board; Unit Owners who lease forego the use of Vassar amenities (see exceptions); Realtors must have written permission by Unit Owner to show a unit.

Sale of Units: Board or designee must have receipt of all information concerning Unit Owners intention to sell unit on forms provided by Association at least 7 days prior to listing or putting unit up for sale. Upon receipt of all forms and a non-refundable application and investigation fee the Board or designated agent shall schedule an interview with the prospective purchaser(s) to acquaint them with Association Rules and Regulations and so that buyer can provide written agreement to abide by them. Realtors must have written permission by Unit Owner to show a unit.

Moving in or out of Vassar, including deliveries of large items is permitted via the Service Elevator Monday-Friday 8:00 AM to 5:00 PM, except May 15-September 15 moves are limited to Tuesday, Wednesday, and Thursday from 9:00-4:00. Management must authorize any moves on Saturday or Sunday or holidays. All moves must be prearranged.

Parking: Indoor and outdoor parking is available for an annual fee for each car; however there is insufficient space to assign one space/unit. All parking is through valet service. Decals are issued annually. Commercial vehicles, trailers, vans, etc. cannot be parked. Lessees may have parking privileges during the leasing period. Association is not responsible for any car damaged while being parked by staff, nor shall it be responsible for fire, theft, or vandalism.

Guest parking between Memorial Day and Labor Day is available daily on a limited basis. To reserve guest parking the owner must have paid the annual parking fee. A maximum of 1 overnight guest parking per unit is reserved for weekend guests, not owners or lessees. Reservations for overnight guest weekend parking can be made by contacting front desk by phone on Wednesday of each week between 8:00-4:00 with a 3 day maximum stay. Waiting list will be used, as needed. Guests parking overnight during the week must move their car by Friday at noon unless they have approved weekend parking. Every effort will be made to accommodate daily guest parking (4 hour maximum stay). A Unit Owner may allow another owner to occupy their space. To do so 24 hour advance notice must be given to the front desk by the owner giving up their space. There is no guest parking fee. Vehicles violating these rules may be towed.

Elevators 1, 2, and 3 are passenger elevators; #4 is the service elevator. Bathers are to use the service elevator. The service elevator is also used to transport large, bulky items, contractors' equipment and staff recycling materials. **Bicycles, motor peds, or motorcycles are not permitted in the elevators.**

Storage Lockers are subject to availability for an annual fee. Flammable, corrosive or explosive product shall not be kept. Personal property may not be stored in the walkways of the storage rooms.

Animals are not permitted in any unit or the common area. This rule does not apply to service animals under the Federal Americans with Disabilities Act, or to emotional/assistance animals under the Federal Fair Housing Act or any analogous State of New Jersey or Federal Regulation. Refer to Rule 9 for more information.

Bicycles may be kept in the bicycle rooms in the ground floor garage for an annual fee. Efficiency and one bedroom units may store up to two bikes; 2 bedrooms =4 bikes, and 3 bedrooms=6 bikes. Management must give written permission to exceed these numbers. Bicycle extensions (carts, child

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carriers, etc.) must be registered and stored separately and may not obstruct egress. Bicycles are not permitted in any other area of Vassar. Electric bikes or mopeds must be walked in and out of the garage to the street.

Beach Facilities: Beach chairs and umbrellas may be stored on the beach for an annual fee. Vassar Association is not responsible for any damaged or stolen chairs and umbrellas.

Assessment of Late Charges: Monthly assessments are due no later than the fifteenth of each month. Late charges will be assessed for any late payments.

Unit Owner Accountability: Each Unit Owner is accountable for any violation of these Rules by the family members, guest, tenants, agents or employees of the Unit Owner.

Recommendations/Grievances regarding the maintenance and condition of the common elements or the actions of the Board, agents, employees, or independent contractors, or another Unit Owner, guests, or tenants should be made in writing to the Board or the Manager. An Alternate Dispute Resolution committee has been established as well.

Indemnity Rule: In the event a Unit Owner utilizes the services of any personnel of the Association for any private purpose, the Unit Owner shall indemnify, defend and save the Association harmless from and against any and all claims or future actions arising out of the Unit Owners' hiring of the Association personnel for private purposes.

Nomination to the Board of Trustees: Any eligible individual seeking nomination as a trustee at an annual meeting will be required to submit their name and optional resume to the Manager not less than twenty-one (21) days prior to the annual meeting.

Effective Date and Amendment: Rules and Regulations are subject to amendment and to the promulgation of further Rules and Regulations and are effective after approval by the Board of Trustees.