

**LEISURE VILLAGE ASSOCIATION
LAKEWOOD, NEW JERSEY**

HANDBOOK OF RULES AND REGULATIONS

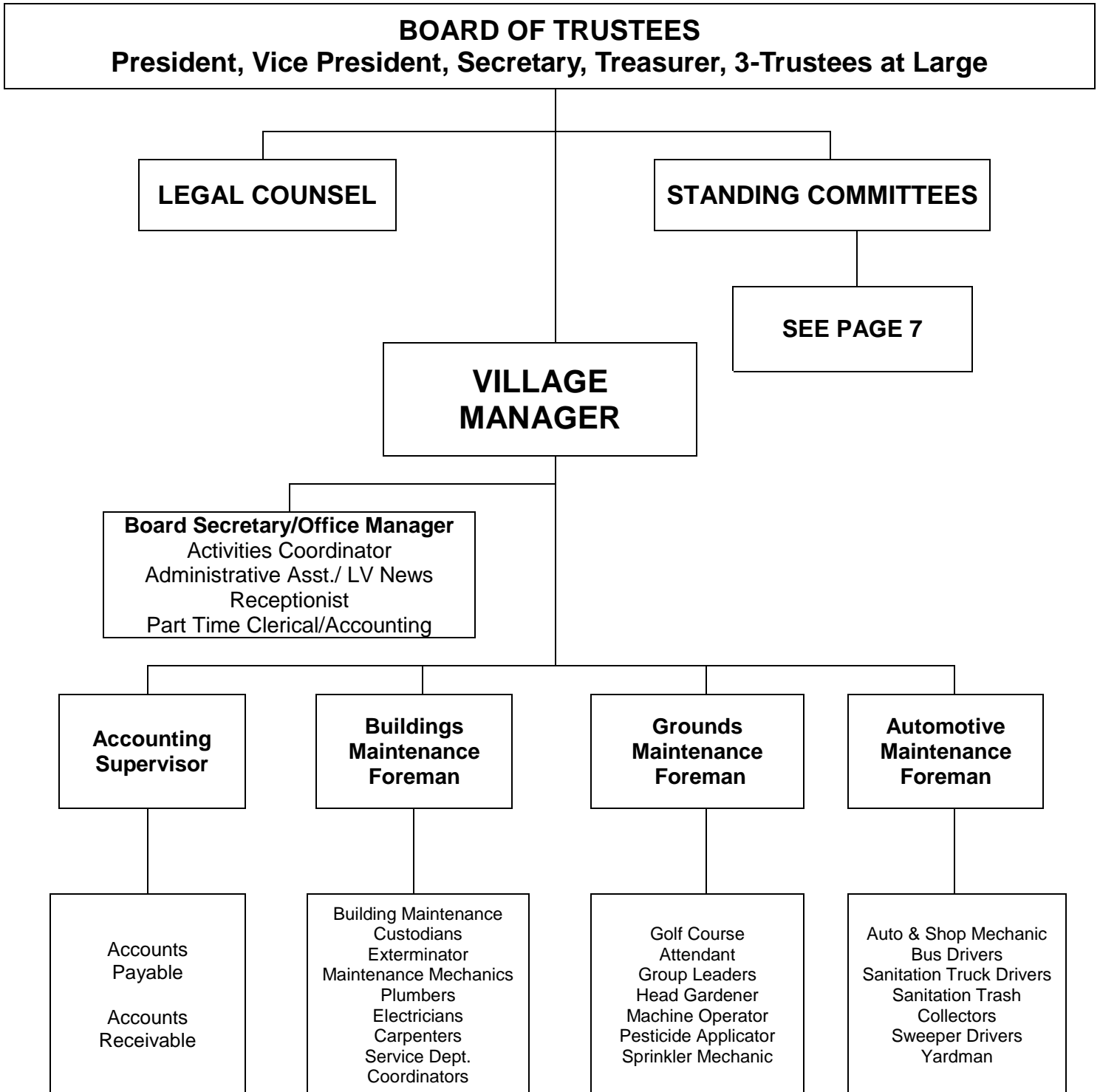
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LEISURE VILLAGE ASSOCIATION ORGANIZATION CHART



**LEISURE VILLAGE ASSOCIATION
LAKEWOOD, NEW JERSEY**

EMERGENCY AND USEFUL TELEPHONE NUMBERS

For All Fire and Police Emergencies Call Direct, Then Call Gate 1

FIRE.....(732) 363-0068
POLICE.....(732) 363-0200
Gate 1.....(732) 363-4506

For All Medical Emergencies Contact Gate 1

Gate 1.....(732) 364-4506
First Aid.....(732) 363-0200

UNIVERSAL EMERGENCY TELEPHONE NUMBER911

HEALTH CARE CENTER..... (732) 367-0118

MEDICAL FIRST AID - ALWAYS CALL GATE 1 (732) 363-4506

POWER FAILURE (ENTIRE AREA) - Call JCP&L 1-800-662-3115

GET WELL CUPBOARD - Refer to monthly activity bulletin for current telephone numbers.

BROADCASTING FOR EMERGENCY SITUATIONS

Millennium Radio Group, WOBM 92.7 FM.....WOBM 1160 AM.....WJLK 94.3 FM

CABLEVISION.....(732) 922-1800

ADMINISTRATION BUILDING: Monday - Friday, 8 a.m. to 4 p.m.(732) 364-1820

SERVICE DEPARTMENT: Monday – Friday, 8 a.m. to 4 p.m.(732)-364-7500

SERVICE REQUESTS / WORK ORDERS:

Request forms and depository boxes can be found in Dorchester Hall and the Administration Building. Shut-ins who are unable to complete forms at the Hall or Administration Building may call the Service Department directly.

After Hours & Holidays - For Home Emergencies Call Gate 1.....(732) 363-4506

ACTIVITIES OFFICE.....(732) 364-3770

ACCOUNTING DEPARTMENT.....(732) 367-1641

LEISURE VILLAGE NEWS.....(732) 364-1821

PROFESSIONAL OFFICES ON PREMISES:

KEARNY FEDERAL SAVINGS

718B Buckingham Drive(732) 364-3422

E.R.A. BYRNE & CO., INC. - Real Estate

718A Buckingham Drive(732) 370-9500

RESIDENTS' DEPOSITORY:

Association fees, JCP&L, LTMUA Water and Sewer, and OLV Foundation. For your convenience, checks only (no cash) for the above services can be put in depositories, without postage, at Dorchester Hall, 368 Chesterfield Court, or the Administration Building, 19 Buckingham Drive. Be sure your unit number is shown on the association fee check.

Association fees may also be mailed. Make your check payable to:

Leisure Village Association (L.V.A.)
19 Buckingham Drive
Lakewood, NJ 08701

Property taxes must be mailed directly to:

Township of Lakewood
Tax Collector's Office
Municipal Building
231 Third Street
Lakewood, NJ 08701

INTRODUCTORY STATEMENT

Leisure Village is a residential community for senior citizens, 55 years of age or older, within the Township of Lakewood, New Jersey, established under the laws of the State (Horizontal Property Act of 1963) and Chapter 12 of the Township of Lakewood Code entitled "Zoning," adopted September 16, 1962, and amended April 25, 1963. This Handbook contains the official administrative rules and regulations and other pertinent information governing the day-to-day operation of Leisure Village. It is to be used as a supplement to and in conjunction with the By-Laws. Each resident, guest, service personnel, or contractor shall observe and abide by the conditions as set forth in the By-Laws Rules and Regulations and in this Handbook.

Our official name is Leisure Village Association. Original Leisure Village is frequently used to distinguish us from other Leisure Villages. Leisure Village is more than houses, streets, regimes, sidewalks, and lights. It is a village of people with differing backgrounds and experiences, all wanting to realize fulfillment of their dreams in a retirement setting. Most residents have come to Original Leisure Village because it offered the ultimate in retirement living consistent with their financial ability to be able to meet expenses such as taxes, maintenance and services. They came for recreational facilities, security, and peace of mind. People moved here because of proximity to shopping centers, and because the Village aesthetics pleased them, and also to relinquish the responsibility of maintaining grounds and buildings, and removing snow. Elements such as these provide a desirable life style. This Handbook, in addition to the By-Laws, is a guide in identifying the various aspects of Village life.

The governing rules are neither arbitrary nor capricious but rather explain the obligation of all residents to be reasonable and respectful of neighbors and Village life. Understanding and acceptance of these rules helps make our Village one of the best communities in which to enjoy your retirement.

**Board of Trustees
Leisure Village Association**

The complete Village consists of:

- 457 Acres
- 2,433 Units
- 3,450 Residents (approximately)
- 119 Resident Areas
- 21 Miles of Lighted Streets
- 51 Miles of Lighted Concrete Sidewalks
- 240 Acres of Lawn
- 7 Fresh Water Lakes
- Administration Building
- Trailer Parking Area
- 2 Recreation Centers - Buckingham & Dorchester Halls
- 9 Hole Pitch and Putt Golf Course
- 6 Shuffleboard Courts at Buckingham Hall
- 18 Shuffleboard Courts at Dorchester Hall
- 6 Bocce Courts
- 3 Horseshoe Courts
- Fitness Room
- Swimming Pool at Buckingham Hall
- Swimming Pool at Dorchester Hall
- 100 Farm Areas
- 38 Boat Slips
- Liberty Park
- Gazebo and Picnic Area
- Buckingham Park Picnic Area
- Equipment and Storage Maintenance Buildings
- Bank
- Resale Office

Health Care Center (Original Leisure Village Foundation):

Health care is provided by registered nurses who are on duty 24 hours a day. They assist with medical emergencies and promote wellness through home and office visits and community health education.

Get Well Cupboard (Kimball Medical Center Auxiliary):

The Get Well Cupboard is a service that lends medical equipment to Leisure Village residents on an emergency basis for a maximum period of two months. Volunteers deliver and pick up equipment at no charge.

ADMINISTRATION OF VILLAGE

BOARD OF TRUSTEES

The business of the Association is governed by a Board of Trustees consisting of seven people, each of whom shall be a resident member of Leisure Village Association, and the Village Manager.

MEETINGS of the Board of Trustees are held in accordance with the By-Laws.

THE ANNUAL MEETING is the first Monday of May.

QUARTERLY MEETINGS are held in the auditorium in Dorchester Hall the first Monday of the months of February, May, August, and November.

SPECIAL MEETINGS:

FEBRUARY: The first Monday of the month shall be set aside to receive nominations for Trustees.

MARCH: In the event additional nominations are received exceeding the seats available, the last Saturday of the month shall be set-aside for the sole purpose of election of Trustees to the positions open.

OPEN MEETINGS are held in Dorchester Hall at least once monthly.

Except for the **QUARTERLY** and/or **ANNUAL MEETINGS**, no input is permitted by the residents/owners, as indicated in the By-Laws.

Residents and owners are encouraged to attend **OPEN MEETINGS** of the Board. However, off-the-record comments pertaining to agenda items by owners will only be permitted after the regular business meeting is concluded.

Notices of meetings are publicized in the *Leisure Village News* and on the Village bulletin boards.

Proper attire suggested when attending these meetings. No bathing suits allowed.

VOTING

MEMBERS: In accordance with the By-Laws, members fifty-five (55) years of age or over and in good standing are entitled to vote on affairs of the Association and Election of Trustees—in all cases, one vote per family unit.

GOOD STANDING: Only those members who have paid their monthly association fees in full and in a timely manner are eligible to vote. Anyone who has not paid the association fee and any resulting late fees (for any reason whatsoever) or who has a lien filed against his/her unit will not be entitled to vote or to hold office.

VOTING LIMITATIONS: One (1) Vote per family unit

ABSENTEE BALLOTS will be issued only to owners requesting the absentee ballot in writing. No absentee ballot will be recognized which has been signed by anyone other than the bona fide owner. The owner must be fifty-five (55) years of age or older and in good standing.

STANDING AND SPECIAL COMMITTEES

The Board of Trustees is assisted in the administration of the Village by standing and special committees made up of members of the Association and Trustees serving as liaisons. Standing committees are established to regularly serve and assist the Board of Trustees in its normal operations and functions. Special committees are established for a special project or purpose with a defined time limit, which normally is set at the completion of the project or objective.

The President of the Board appoints a committee chairperson for each standing and special committee. The Chairperson serves for a one-year term commensurate with appointment of a new President of the Board of Trustees. There is no time limit for service as chairperson. They can serve as long as approved by the President of the Board of Trustees. The chairperson of each committee appoints all committee members and can remove members. The President of the Board provides notice of all committee chairperson appointments to the Village by publication in the Village newspaper and by sending an appointment letter to the newly appointed chairperson.

The President of the Board appoints a Trustees as liaison to each committee. The liaisons act as facilitators to communicate committee needs and objectives to the Board. Each committee has the right to determine what powers liaisons will have in committee functions, i.e., voting rights, presentations at meetings, etc. Committee chairpersons have disciplinary rights over committee members to enforce attendance, behavior, and work rules established by members. The committee must report its accomplishments to the liaison.

QUALIFICATIONS FOR COMMITTEE CHAIRPERSONS:

1. A willingness of a member/owner in good standing to serve on the committee.
2. The ability to select members of the committee from volunteers who will work well with other committee members.
3. The ability to provide leadership for the committee and help the committee understand its role and function and the potential for service to the Association and its residents.
4. A general knowledge of the committee's purpose, and to work with the Village Manager and Board of Trustee Liaison on recommendations that will benefit the Association.
5. The ability to diplomatically respond to the association member's requests for answers concerning the purpose and achievements of the committee.

6. All chairpersons must remain an owner or resident in good standing for the year in which they serve.
7. A willingness to sign an agreement of confidentiality if the committee is involved with resident personal information or other confidential information.
8. A willingness to represent the committee in those instances where its representation is appropriate or required.

The standing and special committees are:

Standing

Activities

Alternate Dispute Resolution

Budget/Finance/Audit

Buildings

Buses

Covenants

Election

Employees' Pension Trust

Governing Documents Advisory

Grounds

Personnel/Labor

Library

Regime Reps

Safety/Security

Swimming Pools

Welcoming

Lake Management

Fishing & Boating

CCTV

YOUR CONDOMINIUM PROPERTY

As a homeowner in Leisure Village, a condominium community, the following details will acquaint you with what your purchase represents:

OWNERSHIP: The ownership of your condominium unit is defined in the Master Deed. In accordance with the By-Laws and Rules and Regulations, membership in the Leisure Village Association will continue as long as you own the unit.

TENANTS: In the event a unit is occupied by tenants of the owner, with the exception of membership and voting rights, all other rights, badges, gate remotes, fitness room cards, and privileges to use the recreational facilities revert to the tenant. The owner forfeits these rights, as there must never be a dual use of Leisure Village facilities. The age requirement for a tenant (55) years of age, is the same as for a resident/owner. The owner is responsible for all expenses/services that the Association does not cover.

IMPORTANT: You are strongly urged to read the By-Laws and Rules and Regulations, covering Lease and Transfer provisions, which spell out the requirements in detail. The following are highlights of the provisions:

RENTING YOUR UNIT: Whenever an owner rents his/her unit, an information form concerning the lease arrangement must be submitted to the Association office. A nonrefundable lease fee shall be paid annually to the Association by the lessor (i.e. owner) and a copy of the lease must be provided to the Administration Office. If a copy of lease and annual lease fee are not paid within 10 days after inception of the lease, said fee shall be increased in an amount as determined by the Board. If a copy of lease and annual lease fee are not paid in a timely manner, a lien shall be imposed which shall include legal costs and is filed against the unit. No authorized lease or lease renewal shall have a term of less than 12 months or a term of more than 24 months.

Owners renting their unit will also be subject to (1) and administration fee as determined from time to time by the Board based upon administration cost, (2) all fees imposed by the Department of Community Affairs (DCA) for rental units, which may include, but shall not be limited to lead paint surcharges, inspection fees, and other fees, and which the DCA may change from time to time, and (3) any other fees or expenses imposed upon the Village by virtue of the owner's unit being used as residential rental property as opposed from owner-occupied property. The fees are payable to the Association on the first (1st) business day of January of any year in which an existing lease is in force at the beginning of the year, or on the date that a lease goes into effect during any year in which no lease is in effect at the beginning of said year. There will be no pro-rating of the above fees for any lease that is not in effect on the first (1st) business day of any given year.

SELLING YOUR UNIT: Whenever a unit is sold, an information form concerning the transfer of title must be filled out and submitted to the Association office. A nonrefundable membership fee, in an amount as determined by the Board, shall be paid to the Association by the purchaser. If the membership fee is not paid within 10 days of transfer of title, said fee shall be increased in an amount as determined by the Board. If the membership fee is not paid in a timely manner, a lien shall be imposed which includes legal costs and is filed against the unit.

Payment of the membership fee shall not be required when lawful transfer of a unit is from an owner to a spouse or co-owner of the same unit, follows the sale of a unit by an owner at which time said owner purchases a different unit in Leisure Village, or transfers by reason of inheritance. Address any questions concerning the fee to the accounting office.

The membership fee shall be reviewed annually by the Board for any necessary adjustments and voted on in November of any given year. Any changes in the fee amount will take effect December 1st of that year.

RESALE OFFICE: A Resale Office is located on Buckingham Drive, which provides real estate services to assist owners who want to sell. Owners who wish to sell their unit are not required to utilize the services provided by the resale office, however, and may make other arrangements, subject to the provisions of the Master Deed.

If you are selling your unit through a real estate agent utilizing multiple listing services, in the interest of security, such agents must show your unit to prospective buyers only by appointment with the owner or his agent. No "Open Houses" or caravanning of units by agents will be allowed.

MOVING OUT OF VILLAGE: Residents (or family members) must obtain a "MOVE OUT" permit before moving personal property out of the Village at the time of vacating or selling their unit. A refundable deposit will be required to obtain the permit. The deposit will be used to cover the costs of the removal of excessive trash and damages incurred to the common property. In addition, residents must immediately return their identification badges, gate remotes, fitness room cards, and guest badges to the Village Manager. When all items are returned, all trash has been properly left at the curb for disposal and it has been determined that no damages to the common property have been incurred the full deposit will be returned. If a unit is to be sold or leased, please read the requirements as set forth in the By-Laws and Rules and Regulations booklets.

OCCUPANCY DENSITY: No more than two persons may reside in a one-bedroom unit. No more than three persons may reside in a two-bedroom unit.

GUESTS AND TEMPORARY RESIDENTS:

1. No guest or temporary resident shall reside in a unit for more than 30 days. Anyone residing over 30 days must register at the Administration Office between the hours of 8:00 a.m. – 11:00 a.m. Monday thru Friday. If the guest or temporary resident does not register as required the owner will be subject to a fine for each day not registered.
2. No guest occupancy or temporary residency shall exceed six months as provided by the Master Deed.
3. A guest or temporary resident shall not reside therein unless the owner, qualified lessee, or qualified occupant who is over the age of 55 years is also then currently residing therein.
4. All residents are responsible for obtaining a pass for their overnight guests at the Administration Building. This pass must be displayed at all times inside the front window of the guest's vehicle.

AGE REQUIREMENTS: At least one occupant of a unit must be 55 years of age or older and qualified under the By-Laws to be a resident of Leisure Village. Any person under the age of 55 years, but who is at least 19 years of age may reside in a unit only when a qualified resident is also in residence of the unit, and not at any other time.

When a qualified resident does not occupy the unit for any reason whatsoever, then any person under the age of 55 years must vacate the unit within 90 days.

RESIDENTIAL AND OCCUPANCY USE: The owner and lawful occupant(s) of each residential unit shall occupy and use such unit as a private dwelling and for no other purpose.

PROHIBITIONS:

1. Ownership of more than one unit.
2. Owning or leasing a unit for business or speculative investment purposes, except as may be permitted in the By-Laws.
3. Transfer of part of a unit without including appurtenant interests.
4. Disposing of, leasing or transferring a unit or any interest therein to charitable or nonprofit organizations, corporations, partnerships, associations or similar entities.

VIOLATIONS: In the event a tenant fails to comply with any provision of the Master Deed, By-Laws or Rules and Regulations of the Association, the owner, following notification by the Association, must remedy the situation within an allotted amount of time. If such remedy is not resolved satisfactorily to the Association, the Association has the right, but not the duty, to prosecute for such remedy. Disciplinary action may consist of a fine for each violation and for each day the violation continues after the member has been notified of the determination, suspending of privileges, or the instituting of civil action.

PRO RATA INTEREST: Ownership provides an undivided PRO RATA interest in the entire land area of the Regime in which your unit is located. Your exact proportionate interest in the land and in the other "common properties" in your Regime is set forth in your Deed. The Regime "common properties" include the sidewalks, service facilities and installations, and in general, exterior portions of the unit buildings, roofs, walls, gutters, leaders, etc., which the Association undertakes to service and maintain. Any change in "common property" which an owner may wish to make requires a permit from the Administration Office before the contemplated work may be started. However, it must be understood that "common property" is owned by all the owners in the condominium.

It is a privilege available exclusively to residents and tenants of Leisure Village Association to enjoy and participate in the recreation and community activities of the Association. These activities are conducted on properties owned by the Association. Only members in good standing may use the facilities and will obey the rules and regulations or be suspended from use.

The use of community and recreational facilities of the Association shall be limited to occupants of family units and their guests.

GOING AWAY: If you intend to be away from your unit for any length of time, the following should be done:

1. Shut off water. If uncertain as to location of valve, call the Service Department.
2. Turn range and water heater circuit breaker to "off" position.
3. Disconnect all appliances, including refrigerator, televisions, radios, etc., by either turning off the circuit breaker or pulling the plug.
4. Set thermostat for an adequate supply of heat in unit to prevent freezing, if absence is during winter months. This applies only if your unit is not winterized.
5. Leave screen doors latched, but unlocked.
6. Ask a neighbor to oversee your unit and monitor conditions while you are away.
7. Notify the Accounting Department in the Administration Office of date leaving and returning along with a forwarding address and phone number.

Arrangements can be made for winterizing/dewinterizing a unit. See Special Services, page 18.

DAMAGE TO PROPERTY: Damage to either personal or Association property by a resident, guest, or contractors hired by a resident shall be the resident's responsibility. The resident shall bear the entire cost of repair and/or replacement. The Association shall not be responsible for any personal property within porches damaged by water, nor shall the Association maintain the porch to keep it waterproofed.

EMERGENCY: If the unit is left vacant due to death, hospitalization or other emergency, upon notification, the Village Manager shall secure the unit until an authorized or accredited representative of the owner or of the estate has furnished identification satisfactory to the Village Manager that he/she is entitled to assume responsibility.

COMMUNITY PROPERTY

Leisure Village Association is responsible for operating and maintaining the various Village facilities for the use and enjoyment of residents, including protection and surveillance. The Association is also responsible for the following:

ADMINISTRATIVE AND OPERATING EXPENSES of the Association

PAYMENT OF TAXES AND ASSESSMENTS AND MORTGAGES, if any, on community and recreational facilities of the Association.

PAYMENT FOR ALL UTILITIES for community and recreational facilities of the Association.

A RESERVE FUND for replacement or repair of property of the Association.

INSURANCE covering fire, extended coverage, workers compensation, crime, automobile, and public liability insurance for all the community and recreational facilities of the Association and the common elements of the condominiums, but not including personal liability and personal property of the individual members. Adequate fidelity bonds on all officers and employees of the Association handling or responsible for funds of the Association or funds in its possession or under its control.

TRASH, GARBAGE, SNOW REMOVAL AND RECYCLABLE MATERIALS COLLECTION. A schedule is published monthly in the Leisure Village News.

MAINTENANCE for modifications, alterations or additions to the common elements and to the community and recreational facilities of the Association, and for painting, decorating, and minor repairs and replacement of damaged community recreational facilities and buildings, both exterior and interior.

2. IMMUNITY BILL (P.L. 1989, Chapter 9) - All members are included in this Immunity Bill. Please consult the By-Laws for detailed information.

“ 2 . a. Where the By-Laws of a qualified common interest community specifically so provide, the association shall not be liable in any civil action brought by or on behalf of a unit owner to respond in damages as a result of bodily injury to the unit owner occurring on the premises of the qualified common interest community.

b. Nothing in this act shall be deemed to grant immunity to any Association causing bodily injury to the unit owner on the premises of the qualified common interest community by its willful, wanton or grossly negligent act of commission or omission.”

ASSOCIATION FEES

AUTHORITY TO ESTABLISH - The Board of Trustees of Leisure Village Association is empowered under the By-Laws to determine the monthly Association fee for each unit. The monthly Association fee may need to be adjusted from time to time in light of the actual expenses incurred by the Association. Fees are due the first day of each month. A penalty of \$25 shall be imposed if fees are not received by the Administration office by 4 p.m. on the 15th day of the month. When the 15th day of the month falls on a weekend or holiday, the final day for payment without penalty will be 4 p.m. on the last working day when the office is open, preceding the 15th day of the month.

ADMINISTRATION 19 Buckingham Drive

OFFICE HOURS: Monday – Friday, 8 a.m. to 4 p.m.

EMERGENCIES: The following are considered as emergencies – call Gate 1 (732-363-4506): fire, first aid, vandalism, robbery, burglary, traffic accidents, plumbing leaks and stoppages, lockouts, broken windows, prowlers, partial electric current failures. In case of total unit power failure, call Jersey Central Power and Light (1-800-662-3115).

Call (732) 363-0200 24 hours a day for emergency calls to the police, fire or first aid squad. Dial **(732) 363-0200** immediately when life or property is in danger. Press 0 immediately if you hear a recorded menu as this will get a response faster than calling 911.

For non-emergency matters (noisy neighbors, barking dogs, traffic violation questions, etc.), call the Lakewood Police Department (732-363-0200).

All services and programs are administered by the Village Manager, as directed and approved by the Leisure Village Association Board of Trustees.

SERVICE AND MAINTENANCE DEPARTMENT

Monday – Friday, 8 a.m. to 4 p.m.

Service Telephone: (732) 364-7500

SERVICE REQUESTS: All service requests are to be written by residents on forms furnished by the Service Department. Service request forms are available at the reception desk in the Administration Building and in the lobbies of the Administration Building and Dorchester Hall. Service requests should be placed in depositories at these locations. Telephone calls for service requests are to be confined to emergencies and shut-in residents. Under no circumstances should service requests be made to the administrative offices.

ASSOCIATION: The Association will make repairs of plumbing lines and fixtures, electric wiring, air conditioners, heating units and appliances in individual family units at no cost to the owner. If costs of repair exceed the value of the appliance, the appliance must be replaced at owner's expense. Under no circumstances will the Association maintain appliances other than General Electric/Hot Point. Unnecessary calls for air conditioning service will be billed to the owner.

ALUMINUM SIDING AND DOORS: The Association will provide original color paint for repainting of the siding and doors (all doors must be white). The painting will be at owner's expense. If the siding has been damaged by shrubbery rubbing against it, the shrubbery must be trimmed or removed. If the owner will not do so, the Association will remove or trim the shrubbery and bill the owner the cost of services.

BOW WINDOWS that have sagged will be repaired by caulking and bracing. If the owner insists on having the window taken out and having it completely redone, it will be at the owner's expense.

No roof fans are allowed on newly installed roofs. No fans or louvers are permitted in the gable ends of units.

DAMAGES: Any damages created by residents, guests, or contractors will be repaired at the expense of the owner.

APPLIANCES AND ELECTRICAL EQUIPMENT

Appliances approved by the Association will be serviced, such as the following:

Air Conditioning Units (excluding filters)	Electric Ovens
Bathroom Fans	Electric Stoves
Clothes Dryers	Water Heaters
Dishwashers	Refrigerators
Disposal Units	Washing Machines

PORTABLE WASHERS/DRYERS ARE NOT SERVICED BY LEISURE VILLAGE ASSOCIATION REGARDLESS OF MANUFACTURER.

Appliances or equipment purchased separately by the unit owner will not be serviced or maintained unless approved by the Association.

When appliances and equipment can no longer be serviced or maintained, as determined by the Service Department, replacement will be made by and at the expense of the unit owner.

Disposal of old appliances can be arranged by calling the Service Department (732-364-7500) for a bulk pickup. Disposal of air conditioners and refrigerators will incur a cost due to laws involving freon.

General Information – Appliances and Electrical Equipment

Air Conditioning - To obtain the highest efficiency from your air conditioning system, it is necessary for the resident to clean the filter at least twice during the season the conditioner is in use. Filters should be replaced in the units at least twice a season. Ductwork is the sole responsibility of the owner.

During the winter, it is advisable to close the air conditioning registers located in the ceiling to prevent drafts and conserve heat. This also prevents the build up of condensation.

Compressors located outside the unit should not be completely covered in the winter. They are designed to be exposed to the weather. Covers that prevent ventilation can cause condensation. Only the top may be covered to keep out snow and ice.

In the event a unit is reported as not functioning and it is found that the air conditioner has no mechanical problems, the cost of the service call will be borne by the unit owner.

Dishwashers - If staining appears on the inside of the dishwasher, it is recommended that you fill the detergent receptacle with citric acid crystals or Jet Dry cleaner and run the machine through a complete cycle. This should be done every two months or as needed.

Dryer Vents – These should be cleaned once a year to prevent fires at owner's expense.

Washing Machines - Residents are requested to turn off the hot and cold water valves when the washer is not in use. (If in doubt about the locations of the valves, call the Service Department.) The Association assumes no responsibility in correcting overflow of water in the case of sharing a common drain with other residents in the two story units.

Circuit Breakers - To reset a circuit breaker, first put the breaker in an "off" position and then in an "on" position. This should reset the circuit breaker and return current. If the breaker does not stay on, or if the current does not return, call the Service Department immediately.

BUILDINGS

Exterior - The exterior of a unit building, excluding the aluminum siding, will be maintained on a programmed basis unless damaged by a member or other authorized occupant. This does not include optional or other equipment, such as screens, jalousie windows, or optional porch roofs purchased by the unit owner.

Liquefied Petroleum Gas (Propane) - Propane gas grills and the storage of propane tanks are not permitted in Leisure Village by New Jersey State Fire Code F-402.4.

Barbecue Grills – Only electric or charcoal grills are permitted. Grills must be at least eight feet from buildings when in use.

Storage Lockers - In units that have carports, one storage locker is provided for each unit. Any extra lockers are communal property and will not be secured by a lock.

Interior - The interior of an unit will be maintained by and at the expense of the unit owner, with the exception of electric, plumbing, and heating systems.

Leaders and Gutters - Leaders and gutters will be cleaned on a programmed basis. Loose or damaged leaders or gutters should be reported to the Service Department. Leader extensions beyond the elbow will be supplied by Leisure Village Association at the unit owner's expense. The owner will be financially responsible for any damage caused by over growth of trees or shrubs in their three foot area.

Cable Television - Units are wired for cable television service, but you are not obligated in any way to subscribe to the service. If you subscribe, service requests should be directed to the cable company.

Pest Control - Extermination of termites or carpenter ants will be done by the Association. Extermination of other pests, such as ants, roaches, mice, and water bugs is the responsibility of the resident.

Heating - Kerosene heaters are not permitted in Leisure Village per New Jersey State Fire Code F-402.2. Only UL listed electric heaters are permitted.

Radiators - In order to avoid dirt accumulation on walls above radiators, it is advisable to either vacuum or use a damp cloth on the inside of the radiators regularly. MAKE SURE THE CIRCUIT BREAKER IS TURNED OFF.

General Information - Buildings

Alterations - No person shall make any alteration or structural modification to the interior or the exterior of such unit or install or permit to be installed any wiring for electrical, telephone, radio, television, air conditioning or other equipment, machines or devices either within or extending through any wall or outside of his family unit without first obtaining express written authority from the Board of Trustees and then only in accordance with specifications approved by the Trustees. Required permits forms can be obtained at the Administration Building.

See Appendix for Design Review procedure and a sample permit

All modifications to the building, interior or exterior, shall be approved by the Board of Trustees, and the Village Manager, and must be maintained by the owner.

Carpeting - Replacement of indoor and porch carpeting will be at the expense of the owner. However, carpeting of the porch area is not recommended.

Light Bulbs - The replacement and changing of interior and exterior unit light bulbs is the responsibility of the resident. The Service Department will change these bulbs for a minimum charge. The resident will be required to supply the bulb.

Hardware - Any malfunction is to be reported to the Service Department by way of a written service request. This applies to exterior doors, interior doors, closet bi-fold doors and kitchen hardware. If damage is caused by resident's misuse, charges will be made for any damage.

Door Locks – Locks or interior doorknobs, which can no longer be serviced or maintained, will be replaced at the expense of the owner.

Dead Bolts - No keyed interior dead bolt locks are permitted under the Building and Fire Codes of the State of New Jersey.

Exterior Door Locks - Any repairs or damage caused by having to gain entrance in case of an emergency will be chargeable to the resident.

Window Screens - Window screens are to be left in throughout the year. This is necessary in order for the other parts of the window unit to work properly. Damage to window units or screens will be repaired at the expense of the resident.

Window Moisture - In order to avoid moisture collection on closed windows, the storm sash must also be closed.

A list of service charges, for services not usually covered by maintenance, can be obtained at the Administration Building.

LAWNS AND COMMON GROUNDS

Lawns and Common Grounds – All lawns are considered common grounds and are owned and maintained by the Village. The Grounds Department will do all necessary gardening on a programmed basis in the public areas. This service includes:

Lawn Maintenance - Lawn mowing, edging, fertilizing, liming, and weed control will be done as required and recommended by the State Agricultural Department. In the event a lawn area is damaged by machines, the resident is requested to report the condition to the Service Department.

Tree Trimming - Trees will be trimmed throughout the year as the general workload of lawn maintenance slackens and manpower is available.

Plantings by Residents - Plantings of shrubs or trees or placement of any other objects in the common areas must have prior approval of the Village Manager, as well as residents in the immediate area or any other resident affected by such plantings. No trees shall be planted anywhere on common property without written approval from the Village Manager. These plantings or placements are the responsibility of the resident and can be removed by the Association if they interfere with landscaping or present a hazard.

Planting of vegetables in the 3 ft. area or on common grounds in the Village is prohibited. A farm area is provided for such use.

Maintenance of the 3 ft. area - The maintenance of all shrubbery, leaves, and gardening within three feet of the building is the responsibility of the owner. Shrubby and plantings should be trimmed under windowsill height when planted in front of a window. No shrubbery should be allowed to grow above the soffits of the building. The three foot area should not be bounded by any fencing higher than six inches. Failure to maintain the 3 ft. area may result in the Village having the work done, with all costs borne by the unit owner.

Sprinkler System - The system is turned on during the night on a time schedule established by the Lakewood Township Municipal Utilities Authority. The sprinkler system is serviced regularly. Residents are requested to report any sprinkler that is not working properly. Residents are forbidden to make any repairs or tamper with any part of the sprinkler system.

The Association will not authorize the relocation of a sprinkler head where private plantings interfere with their operation. The resident can be ordered to remove any shrubbery or planting that interferes with the operation of the sprinklers.

Roads and Sidewalks - A planned program for maintenance of main roads and courts is ongoing within the Village. The Maintenance Department repairs normal wear and tear. Costs of replacing damaged roads and courts because of spilled gasoline, oil, or sealer will be charged to the owner.

Exterior Lighting - Residents are asked to report to the Service Department any walk light or streetlight that is out. When reporting a walk light by service request, be sure to give the exact location. When reporting a streetlight (those 12 feet or higher), please report the number shown on the particular pole.

Two Story Units - The owner of the upper unit will be responsible for the upkeep of the landing, stairs, and 3 ft. area in the rear. The ground floor unit owner will be responsible for the upkeep of the breezeway and front 3 ft. area. All stairways and landings shall be kept clear of hazardous items.

GARBAGE AND BULK/DEBRIS REMOVAL

Garbage Collection – A garbage collection schedule is published monthly in the *Leisure Village News*. Garbage must be bagged before being deposited in the outdoor garbage containers.

Recyclables - Glass, plastic, tin, and aluminum cans are not to be disposed in the garbage containers. They are to be kept in buckets and put out for collection each Wednesday. Bottles, jars, and cans should be washed to prevent vermin and odors. All items may be co-mingled.

Paint Cans and Hazardous Materials – Disposal of such items is the responsibility of the resident and should not be mixed in with garbage. Paint cans and hazardous materials must be disposed of through the County under its special program or can be brought to the Ocean County Recycling Center on New Hampshire Avenue in Lakewood.

Bulk Pickup – Collection of miscellaneous cleanout items, furniture, carpets, bedding, etc., can be arranged by calling the Service Department (732-364-7500). **A fee will be charged to the resident for an air conditioner or refrigerator pickup, due to laws involving freon.** Do not put out any items for pickup until a time/date has been scheduled.

Garden Debris – A garden debris collection schedule is published monthly in the *Leisure Village News*.

SNOW CLEARANCE

When two or more inches of snow have fallen, our snow removal program is put into effect as follows:

1. For emergency purposes, the main arteries are plowed first. Court areas are cleared immediately thereafter.
2. Fire hydrants and catch basins are cleared as quickly as possible.
3. All units will have the front walkways cleared first. Walkways of units having only one door will be cleared before any second walkways are cleared.
4. If bus service is cancelled, a red flag is placed on each bus stop bench. If buses are operating, all bus stops are shoveled as time permits. (Bus cancellation information can be obtained by listening to WOBN 92.7 FM, 1160 AM, WJLK 94.3 FM radio stations, or by calling the service department at 732-364-7500-press 1 for information.
5. Doormats must be removed when it starts to snow, so that walks can be cleared without damage to machines. Failure to remove mats may result in charges for machine repair.
6. **Do not call the Service Department or the Administrative offices regarding snow removal. A listing is maintained for medical transportation needs, as provided by the Health Center.**
7. In the event of an impending snowstorm, ALL vehicles must be removed from the roadways. No parking will be allowed in driveways, streets, or courts. Vehicles must be parked in garages, carports, designated parking spots or public parking lots (Buckingham or Dorchester Lots).

RECREATIONAL FACILITIES

The Maintenance Department maintains the physical properties of all common elements.

SPECIAL SERVICES

Winterizing - This service is available only through the office of the Village Manager, and an appropriate application must be completed and signed. The cost for this service is available at the reception desk in the Administration Building.

The Association is not responsible for any hotel, motel, or other living expenses resulting from an early return or change in date for dewinterizing service. Further, the owner or resident will hold harmless the Association from any personal injury or property damages resulting from winterizing/dewinterizing services.

If you intend to be away from your unit for any length of time, you should set thermostats for an adequate supply of heat in the unit to prevent freezing.

Other "Going Away" conditions are explained on page 10.

Outside Contractor Permits - The establishment of Special Services in no way precludes residents from making private arrangements for having various work done, providing a necessary permit has been applied for and approved by the Village Manager. Outside contractors must furnish the Village Manager with certificates of insurance for general liability, workers compensation, and automobile liability coverage before they will be permitted to work on the property. Permits cannot always be given same-day approval. **Do not call the Service Department for private contracting services.**

Permits and approvals are required before permission will be granted to plant, construct, and/or add to the common property or to the exterior of the building. See Alterations on page 15.

COMMUNICATION

Leisure Village News - The *Leisure Village News* is the official publication of the Leisure Village Association. This newspaper contains information about activities in the Village, the Trustees Report, clubs and advertising.

Village Manager's Report - A report is published monthly in Leisure Village News and is advisory in nature. It may concern notices of meetings, changes in policy, additional rules and regulations, points of interest, and current information on important pending subjects.

Activities Department - The Activities Department publishes current information monthly pertaining to programs, trips, and events of the Activities Committee.

Bulletin Boards - Notices concerning the business of the Association, activities of autonomous groups, sponsored groups, and the Activities Committee are posted on the bulletin boards located in Buckingham and Dorchester Halls. Please refer to "Bulletin Boards and Notices" on pages 21 and 30 for additional information.

OLV Foundation/Health Care Center - The Foundation publishes a monthly service bulletin containing information on activities within the Health Care Center. The bulletin also reports on the activities of the Friends of the Foundation, a separate autonomous group.

Telephone Directory - A directory is issued to all residents. Residents should notify the Leisure Village News Department of any changes or additions regarding their listing. Telephone directories are for the use of Village residents only.

By-Laws and Rules and Regulations - Booklets containing the official By-Laws and Rules and Regulations of the Association for governing its own meetings or affairs are provided to all residents.

ENVIRONMENTAL CONTROL

Lakes and Wildlife - Lakes and wildlife in the Village are governed by municipal, county, and state laws and regulations.

Drains - The drains from all catch basins flow into our lakes. Therefore, it is absolutely forbidden for anyone to deposit waste, oil, detergent solution, grass clippings, leaves, animal feces or other hazardous materials into catch basins. Automobiles must be washed with clear water or Bio Degradable Solution ONLY.

RESIDENT FILES

Emergency Information for Central Files - In order to help you and your family in an emergency situation, the Administration Office must maintain an up-to-date Emergency Information Form on file for each resident. These forms can be obtained at the reception desk in the Administration Building.

Automobile Registration - It is mandatory that ALL automobiles are registered with the Administration Office. You will be issued a parking sticker at that time at no charge to the resident. Failure to properly register will result in look-up costs to be borne by the vehicle owner.
(See page 48 for additional information)

SECURITY

Security is provided to all residents by controlled accesses and fences along the Village perimeters and by professional security guard services.

Gate Transmitter/Remote – A transmitter/remote is issued for each automobile (limit 2 per unit) registered at the reception desk of the Administration Building for a deposit. The owner of the vehicle(s) must present a current driver's license and registration. The deposit is refundable if the transmitter/remote is returned for any reason and has not been deactivated. Gate transmitters are for residents only, and are not transferable to family, friends, health aids, etc. All gate transmitters are the property of Leisure Village. If you no longer own a vehicle or move out, these must be returned immediately. The transmitter/remote is operational at both Village gates. Residents without a remote must enter on the visitors' side of Gate 1.

Lost transmitters/remotes will be replaced for residents at the current deposit amount. Replacement of batteries is the responsibility of the resident. Batteries may be obtained at any Radio Shack or Home Depot.

Gate 1, Buckingham Drive - Gate 1 is open and attended 24 hours each day. Emergency calls to either Gate 1 or to the Lakewood Police require residents to first identify their units. A transmitter/remote provides entrance on the residents' side of the entryway.

Gate 2, Huntington Drive - Gate 2 is fully automated for residents only. The transmitter/remote will open the gate, but it is not necessary to use the remote to exit. When exiting, approach the gate slowly to trigger the electronic opener.

Solicitations - Leisure Village regulations prohibit door-to-door sales, requests for donations and political canvassing of any kind. Any solicitors should be reported to Gate 1. The only exceptions permitted are requests for donations from the Leisure Village Foundation.

TRANSPORTATION

Bus Service - Buses operate in accordance with the current bus schedule, which is prepared by the Bus Committee and approved by the Board of Trustees. These buses serve the residents for shopping in Brick and Lakewood, Sunday morning church services, and special Sunday activities at Dorchester Hall. Buses pick up and discharge passengers throughout the Village at designated bus stops only. Residents must not request the bus driver to stop at another location or hinder the driver in any way in the safe operation of the bus.

Guests and employees of residents, as well as children, are not permitted on the bus. Transportation will be provided for Friday evening synagogue services through the Activities Office.

You must show proof of residency to use the bus.

GENERAL RULES AND REGULATIONS

Compliance with the rules and regulations is not intended to regiment our actions but to ensure that each resident shares in the enjoyment of the common facilities of the Leisure Village Association.

UNITS - Owners or tenants of family units must not use or permit such units or the common elements to be used in any manner which would be unduly disturbing or a nuisance to other owners of family units or occupants thereof.

Extreme care should be exercised to avoid making or permitting to be made, loud or objectionable noises, and in using or playing musical instruments, radios, record players, television sets, amplifiers, and any other instruments or device in such manner as may disturb owners, tenants, or other occupants of family units.

No garments, rugs, blankets, towels, or other articles of personal property shall be hung, dusted, beaten or cleaned from windows, balconies or against any exterior portion of any building or displayed in any way on common ground or visible to the general public.

No furniture or objects of any kind shall be placed or permitted in any area of the common elements unless a permit is obtained and approved by the Village Manager and/or the Board of Trustees.

GUESTS - Owners or tenants of family units must supply each guest with a "Guest" badge to wear while using the common elements, community or recreational facilities.

POSTERS/ADVERTISING

No one shall post or permit to be posted anywhere in the Village any sign, (e.g. for sale, for rent, advertising, etc.). In the event of noncompliance with this rule and following notification and hearing by the Association, a fine may be levied against the involved owner of the unit in the Village. Residents may advertise personal property for sale on those bulletin boards specifically provided for that purpose in Dorchester and Buckingham Halls and in the Leisure Village News by arrangement with the Activities Office.

ATTIRE -Outside of the family unit, it is required that all persons be properly attired. Top covering and footwear must be worn.

PETS -These provisions are covered in the Lakewood Township Ordinances and NJSA 2A:42-103 and violations are punishable by a fine:

1. Pets are not allowed in any Association Buildings, picnic area, golf course, pools, bocce and shuffleboard courts.
2. A person shall not own, keep or harbor any dog within the Township of Lakewood without first obtaining a license therefore, to be issued by the Clerk of the Township upon application by the owner and payment of the prescribed fee.
3. When outside the owner's unit, the pet must be leashed and must be accompanied by a responsible person.
4. A person owning, keeping or harboring a dog or cat shall not permit it to do any injury or do any damage to any lawn, shrubbery, flowers, grounds or property.
5. A person shall not harbor or maintain any dog or cat which continuously annoys or disturbs persons living in the immediate vicinity.
6. Pets shall not defecate outside of the unit, except at the curb or in areas designated for dogs. Any droppings must be cleaned up and removed promptly by the pet owner or person walking the pet. Droppings will be bagged and disposed of at the owner's residence. Such pets must be accompanied by a person over the age of nine and must be securely confined and controlled by an adequate leash not more than 6 feet long.

Visitors with pets shall conform to all Rules and Regulations.

Feeding of gulls, pigeons, ducks, birds, geese, wild and stray animals is prohibited by law.

Infractions of any of the above will result in a fine.

TRAFFIC REGULATIONS -The speed limit in the Village is 25 miles per hour, conditions permitting. Vehicular traffic in the Village must observe all traffic rules. Driving privileges may be revoked within the Village for violations.

Driver's License -The driver of a motor vehicle is required to have a valid driver's license in his/her possession, a current State motor vehicle registration, a current inspection sticker, and valid insurance on all vehicles operated and parked in the Village. All vehicles not currently registered or inspected will be towed at the owners expense. All vehicles must also be registered in Leisure Village, see page 19 & 48 for clarification.

Bicycles, Tricycles, Battery Powered and Motorized Vehicles -These vehicles are governed by all automobile traffic regulations when operated within the Village. They must be operated along the right curb, moving in the same direction as automobile traffic, and must be equipped with an audible device (bell or horn) to alert pedestrians walking in the vicinity. Single file cycling should always be observed.

Bicycle riding on the sidewalk is permitted during daylight hours. All vehicles must be equipped with red reflectors and a light for after day light use. For safety reasons, the bicyclist must wear light clothing.

Prohibited Vehicles – Golf carts, go-carts, motorcycles, mopeds, skateboards, two-wheeled scooters, roller skates and roller blades are prohibited in the Village.

PARKING

Each resident, or guest of a resident, who is the owner of a motor vehicle shall park such vehicle in the respective garage, numbered carport or assigned numbered parking space of such resident. A second vehicle may be parked elsewhere in the vicinity of the resident's home if it does not create a safety problem or interfere with the free and easy flow of traffic or emergency vehicles. In the event of objection, the vehicle shall be parked in the designated general parking areas adjacent to Buckingham or Dorchester Halls, or with the permission of the owner thereof, in another garage, carport, or assigned numbered parking space. Visitor's parking spaces are for visitors only, not for resident's vehicles.

Overnight parking is not permitted on Buckingham Drive, Dorchester Drive, Plymouth Drive, Portsmouth Drive, Huntington Drive, or designated no parking areas. Vehicles must be parked at Buckingham Hall or Dorchester Hall parking lots.

Commercial vehicles cannot be parked on any street at any time except for loading, unloading, and rendering service.

Truck or recreational vehicles, such as a boat, van, motor home, camper, trailer, or camper cap cannot be parked without prior permission from the Village Manager. These vehicles may only be parked in the trailer parking lot located at the maintenance shop area after registering at the Administration Office.

Under no circumstances will the Village permit a trailer or garage to be used as living quarters.

Only currently registered, inspected, and insured vehicles will be permitted to park in the Village.

All vehicles must be clear of commercial advertisements. When parked overnight, the advertisement on any vehicle shall be suitably covered.

In the event of an impending snowstorm, all vehicles must be removed from the roadways. No parking will be allowed in driveways, streets, or courts. Vehicles must be parked in garages, carports, designated parking spots, or public common parking lots.

Violations - Any vehicle found to be in violation of these regulations will be towed away at owner's expense.

See page 48 for towing information

TRAILER AND RECREATIONAL VEHICLE PARKING - Parking of trailers, recreational vehicles, boats, and campers is permitted for residents only with proof of ownership. Proper insurance and registration are required. Trailers owned by residents are to be parked only in a designated area and are limited to one space per unit. Visitors' trailers must register when entering the Village and will be allowed overnight parking only in a designated area.

The following Rules and Regulations shall govern the parking of trailers (includes boat trailers), motor homes, and campers owned by the residents of Leisure Village and their guests:

1. The available parking area is located in the maintenance yard.
2. Lighting is installed, but no sanitary dump station, water supply, electrical outlet, or other facility is permitted in the area.
3. Individual parking spaces are identified in white paint.
4. All trailers, motor homes, and campers must be registered at the Administration Office. A vehicle shall not make use of the area unless a permit has been issued by the Village Manager. The resident must sign an application for a permit authorizing use of a space in the area for the temporary parking of the vehicle.
5. Residents are not permitted to park a trailer or camper, or let it stand in the streets, garage courts, or paved parking areas of the Village for more than three daylight hours or between sunset and sunrise, except for the purpose of loading or unloading such vehicle. It may be parked curbside on the street or court adjacent to a unit for such period of time, not to exceed a maximum of 24 hours, as approved by the Village Manager. The Village Manager must be notified prior to the moving of a trailer into the residential area.
6. All permits shall be renewed annually by January 1. Any fees charged for parking in the area will be determined by the Board of Trustees.
7. A resident should apply in advance for a permit authorizing his guest's use of a reserved space. The permit will restrict the guest's use of such space to a maximum of 48 hours. No trailer, motor home, or campers may be occupied.
8. It shall be the responsibility of each individual to maintain and keep the allotted space in the area in clean and orderly condition as long as the permit is in effect. The permit shall be renewed on or before the expiration date or the vehicle shall be removed from the area.
9. Due to the limited parking capacity of the area, the Association has the right to reject any application for permit. When a permit is granted, the Association may attach any reasonable condition or restriction thereto and may suspend or terminate the permit at any time.
10. The Association or any of its employees shall not be responsible for any loss or damage to the resident or guest or to the trailer/camper or contents thereof.
11. A vehicle may not be used for personal occupancy.
12. Only one parking spot per resident is permitted.

THE REGIME COMMITTEE & RESIDENT AREA REPRESENTATIVES

PURPOSE AND FUNCTION

The Regime Committee and its Resident Area Representatives serve as an important channel of communication between the residents and the Village Manager via the Regime / Resident Area Chair (or Alternates). They are aware of their neighbors' well-being and concerns, and of the physical conditions within their Resident Areas. It is also the responsibility of the Area Representatives to be well-informed about the Village, and the immediate vicinity of the Village in order to be supportive of new residents.

DUTIES AND RESPONSIBILITIES OF RESIDENT AREA REPRESENTATIVES

1. Attend the monthly meetings of the Resident Area Representatives.
2. Serve as the official agent for two-way communication between the residents of your Area and the Regime/Resident Area Chair and Village Manager. Support the Quality of Life Program. ☀
3. Identify oneself promptly to new residents of your Area and offer helpful information.
4. Deliver Village papers (if applicable), reports, and announcements to the residents of your Area.
5. Report unusual physical and human conditions within your Area and report such other important matters of concern to the Chair.
6. Be aware and supportive of the Welcoming Committee.
7. Cooperate with Standing Committees.
8. Give the Chair reasonable advance notice of the desire to resign and offer assistance in the selection and orientation of a successor.

DUTIES AND RESPONSIBILITIES OF REGIME / RESIDENT AREA CHAIR

1. Appoint and Alternate Chair.
2. Recruit and appoint Representatives for each Resident Area (the number depending on size of the Area). Fill representative vacancies as they occur.
3. Maintain a complete and up-to-date roster of Representatives, keeping the Village Manager so informed.
4. Keep the Village Manager apprised of the names of all appointees.

☀ **The objective of this venture** is to provide the Village with a structure to maintain a "Quality of Life (QoL) for all residents, based on Village Rules & Regulations, By-Laws, and any resolutions the Board of Trustees may adopt ("Covenants"). It is hoped that compliance (and consequent sense of well-being and safety in the Village) will be attained by consensus, diplomacy and common sense approaches, by working directly with residents to achieve resolution – be it personnel from the Service / Maintenance Department, Administration, Covenants' Committee, QoL Team, Resident Area Reps, and other interested residents.

5. Call and conduct meetings of the Regime Representatives.
6. Appoint subcommittees as needed, defining their functions.
7. Provide leadership for the Resident Area Committee and help the Committee understand its role and function and the potential for service to the Association and its residents.
8. Work with the Village Manager in developing and implementing a system for handling communications throughout the Village efficiently and effectively.
9. Confer with the Village Manager on problems and concerns relating to the Committee and its functions.
10. Represent the Committee in those instances where its representation is appropriate or required.

ACTIVITIES

The Board of Trustees has established rules and regulations for the use of recreational facilities by individuals and groups and the formation and operation of organized groups of residents.

The purpose of these regulations is to ensure that the general facilities are effectively used to provide recreational and cultural enjoyment for Leisure Village residents.

ACTIVITIES DEPARTMENT

Established by the Board of Trustees and supervised by the Village Manager, the Activities Department is comprised of the Activities Coordinator and the Activities Committee.

Activities Coordinator - The Activities Coordinator is employed by the Association to head the Committee and is responsible for:

1. Planning programs to provide enjoyment and satisfaction in areas of education, trips, and recreation.
2. Scheduling the use of the recreational facilities to avoid conflicts in scheduling and inappropriate uses such as defined in "Use of Recreational Facilities" section.

Activities Committee - The Activities Committee is responsible for implementing the Leisure Village Association's program of social and cultural activities for the enjoyment of Village residents, and helping with the recruitment and training of volunteers for the office and events.

RECREATIONAL FACILITIES

Village common property provided for recreation includes Buckingham and Dorchester Halls, the lakes, swimming pools, golf course, shuffleboard courts, bocce courts, horseshoe courts, picnic areas, and fitness room.

Fitness Center Rules

Hours 7:00 AM – 9:00 PM, 7 days a week except for holidays when all buildings are closed.

- 1) Fitness Center is for Resident use only (NO GUESTS ALLOWED)
- 2) An annual fee is required to use the fitness center.
- 3) No resident is permitted to use the equipment until:
 - a) You have completed an orientation course
 - b) Provided a Doctor's certificate
 - c) Signed a release form
 - d) Received an access card
 - i) Transfer of cards to other residents is prohibited, and transferred cards will be deactivated.
 - ii) Fitness access card fee is non-refundable.
 - (1) If access card is lost or stolen notify Activities Office
 - (2) If card is lost or stolen it will be deactivated and you must purchase a new one to use at the Fitness Center.
- 4) Residents are recommended to have a buddy with them while using the exercise equipment.
- 5) Please bring your own towel for your comfort and sanitary reasons. Equipment must be wiped down after use.
- 6) Residents are encouraged to bring their own drinks (WATER ONLY, in plastic containers).
- 7) Sneakers are to be worn when using the equipment.
- 8) Maximum of 30 minutes on machine when someone is waiting.
- 9) Any questions regarding use of equipment should be directed to the Activities Coordinator or the Village Manager.
- 10) If there is a problem or the equipment malfunctions, please report this information to the Activities Coordinator or Village Manager immediately.

**THE RED PHONE IS FOR EMERGENCY USE ONLY.
IT IS CONNECTED TO 911.**

Use of Recreational Facilities - The Activities Department shall be solely responsible for avoiding conflicts in schedules and/or inappropriate use of facilities. A group may not assume nor be granted exclusive continued use of any unit of the recreational facilities.

The Activities Department may rescind permission for use of the recreational facilities when required for Association needs, maintenance, emergency and/or violations.

Rules Governing Use of Facilities for Private Functions by Residents

1. Compliance with all of the rules and regulations of Leisure Village Association.
2. The service and consumption of alcoholic beverages is restricted to the room being rented. Alcoholic beverages of any kind shall not be served or consumed in or on any other portion of the building or grounds.
3. Any damage to either individual or Association property caused by a resident or a resident's guest shall be the responsibility of the resident. A security deposit will be required for the payment of such repairs or replacements. The net difference is returnable or additional charges charged to the owner's account.
4. Guests, including children, are the responsibility of the social host and must remain within the party group at all times. Custodians are not baby sitters and should not be expected to monitor children. The law prohibits the serving and consuming of alcoholic beverages to anyone under 21 years of age.
5. Any resident who has arrangements with nonresidents to provide services at any function must secure prior approval from the Activities Department, which will notify the Gate House of the nonresidents' names and when they may be expected to arrive and leave.
6. Smoking is not permitted in Buckingham or Dorchester Halls or in any other area which may be so designated.
7. At least one custodian shall be in attendance during all functions. A charge is required for custodian use.
8. Immediately upon the conclusion of the function, the room and any equipment used shall be returned to its original condition at the expense of the social host.
9. Any expendable items to be used during the function shall be furnished by the social host.
10. The rental, to be paid in advance, for a period of up to four (4) continuous hours, but not after 10:00 p.m. Check with the Activities Department on rental fees.
 - A. Buckingham Auditorium and Dorchester Auditorium, check with Activities Department on rental fees.
 - B. Rooms in Buckingham and Dorchester Halls, check with Activities Department on rental fees.
 - C. Any hours after 10:00 p.m. will be time and one-half of the custodian's current pay.
 - D. If the use of the room is by and for residents only, the deposit will be determined by room choice.

Rental fees are determined by the Board of Trustees and remain in effect unless changed.

11. The social host must agree to indemnify and to hold Leisure Village Association, its officers and employees, harmless against any and all claims of whatever nature and by whatever cause, arising from the use of said facilities and the access thereto. The social host shall reimburse the Association for any and all costs and expenses incurred by the Association in defending itself, its officers and employees against any such claims.
12. An agreement form can be secured from the Activities Coordinator.

RULES FOR PICNIC AREA

For the security and safety of the residents of Leisure Village, the Board of Trustees, and the Activities Department, have agreed upon the following rules, which must be followed when the picnic area is used by a group of ten to fifty people.

1. A resident must reserve picnic area. The resident must be in attendance during picnic time(s).
2. A deposit is required upon reservation of picnic area for parties of 10 to 50 people. The deposit will be returned if there is no damage and if area is left in good condition (including cleaning of grill(s)).
3. The resident reserving the picnic area will be allowed use of area for a period of (4) hours with one-hour set-up time and 1 hour cleaning time, total of 6 hours. Grills are limited to two per group. At least **ONE** table and **ONE** grill are to be left for other residents who wish to have a small gathering.
4. Use of picnic area **does not include GOLF COURSE, DOCK AREA, SWIMMING POOL, OR SWIMMING POOL AREA, BOCCIE COURTS, AND BOAT USE.**
5. NO resident or resident's guest is allowed to use the swimming pool when the gate is locked; no resident or resident's guest is allowed to climb any fence at anytime to use swimming pool or sit around swimming pool. In addition NO resident or resident's guest is allowed to use boat(s) during picnic time. **All boats will be secured during event.** NO resident or resident's guest should attempt to release boats. Failure to comply with these restrictions will result in shut down of picnic. NO refund of deposit will be returned. Any damage to property will be charged to resident.
6. All private picnic activities shall end at designated time as per contract agreement completed by the resident and available by the Activities Department. NO picnic can be held beyond dusk.
7. Upon explanation and signing of agreement/contract the resident will be given a color coded identifying card which will have the name of the resident, the resident's unit and telephone number, the number of picnic attendees, and start and finish time of picnic. The back of color-coded card will have a telephone number of contact person and security's telephone. **RESIDENT WHO RESERVED PICNIC MUST WEAR COLOR-CODED IDENTIFYING CARD AT ALL TIMES.** The I.D. card **MUST** be turned in to the activities office in order for the deposit to be returned.
8. Each attendee will be given a color-coded card. It should remain on their person at all times during the picnic. The grill(s) and picnic tables will match the residents card making for easy identification.
9. **NO ALCOHOL IS ALLOWED IN THE PICNIC AREA DURING PRIVATE FUNCTIONS.**
10. Upon leaving picnic area the resident should contact maintenance or contact person listed on the back of card to inform them the picnic has ended.

During the time of the event a member of Activities Department, Board of Trustees, or Security may introduce themselves to see if assistance is needed and to check picnic area. They will not interfere with event unless there are problems.

If more information is needed please contact the Activities Department at 732-364-3770.

Autonomous Group

An Autonomous Group is a group of residents who desire to use recreational facilities, but whose activity is not directly planned or supervised by the Activities Department. .

1. Members of an autonomous group must be residents of Leisure Village.
2. A list of officers and By-Laws must be delivered to the Board of Trustees within 10 calendar days of the club's fiscal year start and will become effective if accepted by the Board. If any revisions or adjustments are recommended by the Board, clubs will be notified in writing. It will be expected that your club will abide by the Leisure Village Rules and Regulations. Your charter will be in effect for one year and will be automatically renewed if you remain in compliance with the Rules and Regulations.

Rules for use of recreational facilities by Autonomous Group:

1. All members of a club must be residents of Leisure Village and only residents may attend regularly scheduled meetings.
2. All time allocated for Autonomous group meeting or events must be approved by the Activities Department and functions for that group can only be held at that time.
3. Any hours after 10:00 p.m. will be time and one-half of the custodians current pay.
4. Annual fund raising events must be approved by the Board of Trustees.
(See General Regulations on page 30)
5. The number of outside guests should be kept to a maximum of 10% of the club membership to limit the club's and the Association's liability potential. A separate insurance policy should be obtained for all excursions outside the Village to cover the liability of the clubs.
6. Any group which arranges with nonresidents to provide services at any function must secure prior approval from the Activities Department, which will notify the Gate House of the nonresidents' names and when they may be expected to arrive and leave.
7. An agreement form must first be obtained from the Activities Coordinator for permission to use recreational facilities.

Sponsored Group

Activities of sponsored groups shall be scheduled by the Activities Department.

After approval, the Activities Department will arrange to allocate and schedule the use of the facilities.

ALL ACTIVITIES OF SPONSORED OR AUTONOMOUS GROUPS WITHIN THE VILLAGE MUST BE APPROVED BY THE ACTIVITIES DEPARTMENT.

Use of Recreational Facilities by Nonresidents

Functions in Village facilities are intended for residents of the Village. However, guests of residents can usually be accommodated, but not on a repetitive basis. Guest badges must be worn by all in attendance.

The fitness room and bingo functions are for residents only. Resident badges must be worn.

General Regulations for Use of Recreational Facilities

1. **Borrowing Equipment** - Equipment shall not be removed from its normal location for any purpose by any resident.
2. **Refreshments** - Refreshments may be served at the meetings.
3. **Smoking** - Smoking is prohibited in all buildings open to the public.
4. **Safety** - Open flames and/or flammable materials are not permitted in the recreation buildings.
5. **Alcoholic Beverages** - Alcoholic beverages are only allowed at major dances and Cafe Nites. Consumption of the alcohol must be confined to the area in which the function is being held.
6. **Badges** - Members and guests shall wear their membership and guest badges to all functions. Lost badges must be replaced by payment of a fee at the Administration Building.
7. The use of any outside vendor must be approved by the Board of Trustees.
8. **Fund Raising** - Autonomous groups, sponsored groups, the OLV Foundation, or other organizations associated with the Village which desire recreational facilities for a fund raising meeting, entertainment, luncheon, card party, bazaar, boutique, or similar event shall file an application for review by the Activities Department with the approval of the Board of Trustees for each event. All autonomous groups and the OLV Foundation may sell small articles for the benefit of their organization at their regularly scheduled meetings.
9. **Prohibited Uses** - No one shall directly nor indirectly advocate nor solicit support for any association, political party, or group, society, order, religious organization, or any other special interest. Recreation facilities shall not be used for religious purposes, personal profit, games of chance with money prizes, nor any form of gambling activity, other than Bingo games, and 50/50 raffles authorized by law, and controlled by a department or a committee of the Board of Trustees. This paragraph is not intended to prohibit the collection from members of bona fide dues or charges directly related to the operation of a group during its use of the facilities, nor the sale of small articles for the benefit of the organization at its regularly scheduled meetings. A current copy of the 50/50 license must be given to the Activities Coordinator.

10. Portraits, Memorials - No portraits are allowed in recreation halls or memorials placed on common grounds.
11. Bulletin Boards and Notices - Bulletin boards are restricted to use by the Board of Trustees, Activities Department, autonomous groups, and organizations approved by the Association.

Bulletin boards are used to inform residents of matters of general interest and for various announcements and are maintained by the Activities Department.

Bulletin boards notices shall be posted in the following manner:

Current Events - List the date, time, place and describe the meeting.

Names - List the names of officers, including the name and phone number of the membership chairperson.

Notices - All notices should be posted within the borders of the bulletin boards.

Notices of events that have already taken place should be removed immediately after the date the event occurred. Otherwise, the notices will be removed by the Activities Department.

Chartered Buses - Arrangements for all buses coming into the Village must be cleared through the Activities Coordinator for the purposes of maintaining calendar preparation and avoiding conflicts in scheduling.

FISHING

New Jersey Freshwater Fishing Laws require that everyone 16 years of age and above must have a valid license to fish the fresh waters of New Jersey. Fishing license must be worn in a conspicuous place on the outer clothing while engaged in fishing. License may be obtained from most county, municipal clerks or designated agents. Senior citizens upon reaching 70 years of age no longer require a fishing license in the State of New Jersey; however, they must be able to prove their age by the possession of a driver's license or other identification.

Only properly licensed residents and guests are permitted to fish the lakes of Leisure Village. Appropriate resident or guest badges must be worn. If applicable, a valid fishing license must be displayed on the outer garments.

Special regulations listed below are imposed based on safety, environmental, and fish conservation considerations:

1. Use of earthworms, meal worms, crickets, grubs, kellies, shiners is permitted. No other type of live bait is permitted.
2. Disrupting the lake banks and discarding trash in or around the lakes is prohibited.
3. Seining is not permitted.
4. All fish must be released alive in waters from which they were taken.
5. Use of barbless hooks is preferred.
6. Ice fishing is prohibited.

The current year publication of the New Jersey Division of Fish, Game and Wildlife Summary of Freshwater Fishing Regulations regarding species, open seasons, minimum length, possession limit will apply. This publication is made available at time of purchase of the current year New Jersey fishing license. An excerpt of the regulations will be posted in the boathouse and on the pavilion at the beginning of each season.

Wardens of the Boating and Fishing Committee have been duly authorized by Leisure Village Association to question anyone fishing the lakes of Leisure Village as to their age, residence, license to fish, and number and species of fish caught.

BOATING REGULATIONS

Leisure Village Association Owned Boats

1. When a resident or guest wishes to use the Association boats, they must sign the boat out with the custodians on duty at Buckingham Hall. By signing, the resident acknowledges awareness to comply with all fishing and boating rules. The custodian will then unlock the boat for the resident or guest to use. The key will not be given out to the resident. In the event that there is a holiday, or the custodian is unavailable, you can either contact Gate 1 at 732-363-4506, or go to Gate 1 and they will contact the custodian to come unlock the boats using two-way radio. Once you return, the boat must be signed back in and the custodian must relock the boat. Boats will not be available on July 4, or Labor Day. Custodians will not be working on these days.
2. The boats can be used from the hours of 7:00 a.m. until dusk. Association boats must be returned in a clean condition and secured before dark.
3. Residents and guests must wear appropriate badges at all times
4. Guests under 6 years of age are not permitted aboard these boats at any time.
5. No Association boats are to be taken out unless a resident is in the boat, or the guest has in his/her possession a certificate of guest status. The guest must be 16 years of age or older to take a boat out.
6. No more than four persons can occupy any one boat at a time. Each occupant must wear a personal flotation device (PFD). These life jackets are provided for use with Association owned boats only.
7. Boating is not permitted during severe weather conditions.
8. Only boats owned by the Association or privately owned resident boats are permitted on Lake Waddill. No boats are permitted on any other lake in Leisure Village.
9. All equipment borrowed from the boathouse must be returned and properly stowed.
10. Electric trolling motors with a maximum thrust of 36 lbs. are permitted on Association or privately owned boats.

Privately Owned Boats

1. An owner/resident may place a boat on Lake Waddill, after registration and approval of the Fishing and Boating Committee. A description of each privately owned boat, together with the name and residence of the owner, will be maintained by the Committee and given to the Village Manager. Boats can only be operated during daylight hours.
2. The Fishing and Boating Committee will assign slips and moorings on a first come/first served basis, with one boat per person if space becomes an issue.
3. Privately owned boats must be docked/moored only at the East Dock and must be secured by a locking device provided by the owner/resident.
4. Resident boat owners are totally responsible for launching, removal, and storage of their boats as well as for damage caused by privately owned boats. The Association assumes no liability for damage caused by privately owned boats.
5. The designated area for launching and removal of boats is the south side of Lake Waddill between the boat pavilion and the East Dock.
6. Canoes are permitted provided the owner/resident accompanies his/her canoe at all times when in use and accepts full responsibility for its use. Canoes must be removed immediately after each use unless secured by a locking device in an assigned slip at the East Dock.
7. Inflatable boats are not allowed on the lakes.
8. In accordance with N.J.S.A. 7:6-1.23 and N.J.S.A. 12:7-34.49, no person shall operate or allow any person to operate any vessel in or on the waters of this state unless such vessel has a United States Coast Guard approved flotation device (PFD) for each person on board. This includes all vessels except surfboards, racing shells, rowing sculls, and racing kayaks, which are prohibited.
9. Maximum length of boat permitted on lake is 15 feet.

BOCCE REGULATIONS

All residents and their guests may use the Bocce courts, except when club tournaments are scheduled.

Tournament teams may be authorized to play at specified times, such days and times to be posted.

1. No smoking allowed while on courts
2. Guests must be at least 12 years of age. Guests 12 thru 17 years of age may play when accompanied by a resident.
3. Guests MUST wear Leisure Village guest badges while playing.
4. Resident is responsible for guests' conduct.
5. Soft-soled, low-heeled shoes must be worn while playing to prevent damage to the courts.
6. Dogs or cats are not allowed on or near the courts at ANY time.
7. Balls are not to be thrown with excessive force, which may cause injury to the players or damage to the courts.
8. Balls and equipment MUST be returned to storage boxes at the conclusion of play.
9. Play after 5 p.m. is reserved for residents and ADULT guests.

GOLF COURSE REGULATIONS

1. The course will be closed every Monday until 3 p.m. for maintenance purposes except on declared holidays.
2. The groundskeeper will control the opening and closing of the course.
3. When established and sanctioned tournaments, sponsored by the Golf Club and/or the Activities Department, are being held, they shall have exclusive use of the golf course. Schedules of the Golf Club tournaments shall be posted on the Golf Club bulletin board(s). Rules and courtesies for playing golf at Leisure Village Golf are displayed at Tee #1.
4. Not more than a foursome is permitted to tee off at one time.
5. Guests must be at least 12 years of age, and must wear a guest badge, and be accompanied by a resident.
6. Proper footwear is required.
7. Resident hosts are responsible for the conduct of their guests in regard to damage to the golf course, its surroundings and facilities.
8. When there is a threat of lightning, golfing is to be discontinued.
9. Persons cannot play golf when there is frost on the greens.

SHUFFLEBOARD COURT REGULATIONS

1. Guests over the age of 6 may play provided they are accompanied by a resident. Residents and guests must wear badges.
2. Play after 6 p.m. is permitted for residents and adult guests only.
3. Proper attire and footwear is required. Persons wearing bathing suits or with bare feet are not allowed on the courts.
4. Walking on the courts is prohibited, as they are heavily waxed.
5. Leaning on the cues is not recommended, as they bend easily and can break.
6. After play, the scoreboard must be cleaned and the supplies returned to their proper place.
7. Equipment or supplies may not be removed from the court area.
8. As a courtesy, and in consideration of others, a player must not interfere with an opponent in any manner.
9. Two-player games must be limited to a time when other players are not waiting for the use of the courts.
10. When playing at night, the last player off the court MUST turn off the lights.

WOODSHOP REGULATIONS

1. Open Monday through Friday 1 P.M. to 4 P.M. for residents only.
2. Limited to hobby and recreational projects use only and is not to be used for any house renovations or home improvements of any kind. Must bring your own material.
3. Manager must be present for anyone to work in the shop and all tools and equipment are to be used under the supervision of the Shop Manager.
4. Orientation on the use of shop equipment will be provided by the Manager to first time users.

SWIMMING POOL REGULATIONS

1. No one is allowed to enter the pool areas unless a lifeguard is on duty, except by special approval by the Board.
2. Residents and guests are required to present their badges for admission to pool areas. Badges are not to be worn in the pools.
3. Private employees such as homemakers, private duty nurses, maids, etc., are not permitted to use a resident's badge for access to the pools. These employees shall wear a guest badge and be accompanied by a resident.
4. Residents and guests MUST sign the registration book when entering the pool areas. All guests must be accompanied by or have the written approval of a resident member each time they visit the pool. The monitor will retain the form.
5. All persons entering the pools must wear acceptable bathing attire. No cut-off jeans are permitted. A covering wrap is required outside the fenced pool areas. A towel thrown over the shoulders is not acceptable as a cover-up.
6. Before entering a pool, it is suggested that a shower be taken in the bathhouse.
7. No person with a communicable disease, bandages, band-aids, or absorbent undergarments may enter the pools.
8. Only flotation devices that are provided by the Association for adult use are permitted. Other flotation devices (toys, scuba equipment, or Coast Guard vests) are not permitted. No floating or safety devices for the handicapped are permitted in the pools, with the exception of medically approved prosthetic devices.
9. Bicycles and pets are not permitted within the fenced pool areas. An infant in a carriage, stroller or playpen is permitted in the areas during the children's swimming hours only, but not in the pools at any time.
10. Food and beverages are not permitted in the fenced pool areas, with the exception of water in plastic containers.
11. No child under the age of 3 years and/or still wearing diapers may enter the pools at any time. Children, ages 3 years to 15 years inclusive, may use pools and fenced pool areas only during children's hours and must be accompanied by a parent or resident member who will be solely responsible for them. Children between the ages of 3 and 5 must be accompanied by an adult while in the water.

Children's hours: 10 a.m. to 12 noon daily at one pool

3:45 p.m. to 5:45 p.m. daily at other pool

Only US Coast Guard approved life vests or jackets are allowed for children. Children may use noodles and goggles in the pools.

12. A swim committee member on duty has the authority to enforce the rules pertaining to use of the swimming pools and the pool areas.

In the event of bad weather, the pools may be closed.

CERTIFICATION OF GUEST STATUS BY RESIDENT MEMBER

Date: _____

Use for Swimming Pool and Boating Areas

Unit No: _____

Please be advised that I am unable to accompany my guest. This note will certify that the bearer, _____, is a bona fide guest of mine
I request that permission be granted for him/her to enter the swimming pool or boating areas.

(Signed) _____

Resident Member

(Additional forms can be obtained at the Administration Office)

CLUBS AND AUTONOMOUS GROUPS

ART LEAGUE
BALLROOM DANCE CLUB
BARE BONES THEATER SHOW TIMERS
BILLIARDS
BOCCE
BOWLING LEAGUES
BRIDGE CLUB
CAMERA CLUB
CANASTA
CERAMICS
CIVIC BETTERMENT ASSOCIATION
COMPUTER CLUB
COUNTRY LINE DANCE
CRAFT GROUP
FARMERS CLUB
FRIENDS OF THE FOUNDATION
GOLF CLUBS
GREAT BOOKS DISCUSSION GROUP
HEAR WE ARE SUPPORT GROUP
AMERICAN IRISH CLUB
ITALIAN AMERICAN SOCIAL CLUB
KIMBALL MEDICAL AUXILIARY
KIWANIS CLUB
LATIN AMERICAN CLUB
MAH JONG
MENORAH GROUP
MUSIC LOVERS CLUB
NEW WAVE DANCE CLUB
OLV FOUNDATION
PET CLUB
PINOCHLE
QUILTING AND SEWING
SHOW TIMERS
SHUFFLEBOARD CLUB
SINGLES GROUP
ST. MARY'S GUILD
VILLAGE AIRS
VILLAGE PLAYERS THEATER GROUP
WADDILL SHORES YACHT CLUB
WALKING CLUB

LEISURE VILLAGE ACTIVITIES

BINGO
HOLISTIC FUSION
LIBRARY
LIGHT AEROBICS
SWIM AEROBICS
TAI CHI CLASS
WOODWORKING SHOP
YOGA

ASSOCIATION INSURANCE

The insurance carried by the Association can be generally described as follows:

1. **BROAD FORM GENERAL LIABILITY AND DIRECT PROPERTY POLICY** is the major basic contract covering all unit buildings, common property, and including those buildings we lease to others (all located within Leisure Village).
 - A. Appraised replacement value of all Association common property, subject to a deductible for each occurrence.
 - B. General Liability
 - C. Flood, only to those buildings in the special flood hazard areas as determined by FEMA.
 - D. The appraised value section insures for replacement value on all Association buildings and actual cash value on all other Association property.
 - E. The policy does not cover owner's personal liability for accidents occurring within or outside the unit. Further, it does not cover household and personal property belonging to or owned by the unit owner. Fixtures, alterations, installations or additions acquired at the expense of the unit owner are not covered. The policy does not cover heat damage without flame or fire (see paragraph entitled "Owner's Insurance following).
2. **AUTOMOBILE POLICY** covers vehicles owned by the Association, including non-ownership and hired car liability.
3. **WORKERS COMPENSATION, EMPLOYER'S LIABILITY, AND TEMPORARY DISABILITY INSURANCE** as required by State Law.
4. **ACCIDENT POLICY** covers registered volunteers on the Activities Committee, Regime Representatives, Alternate Regime Representatives, and Board of Trustees members of the Leisure Village Association while performing duties of the Association.
5. **BOILERS AND MACHINERY INSURANCE**
6. **DIRECTORS AND OFFICERS LIABILITY INSURANCE**
7. **PENSION TRUST AND FIDUCIARY LIABILITY INSURANCE**
8. **UMBRELLA LIABILITY POLICY** for losses incurred in excess of the general liability coverage.
9. **LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE** for regular full-time employees of the Association.
10. **EMPLOYEES' HEALTH PLAN COVERAGE**

Insurance Facts for Owners of Units and Their Tenants.

Leisure Village Association's Insurance

Your Association (LVA) purchases insurance protection to cover the common element premises and your Association's operations, employees, buildings, motor vehicles and equipment of Original Leisure Village as prescribed in the master deed and by laws of your private community. In addition, LVA includes in this insurance some damage coverage for your residential unit. The extent of this coverage is as follows:

LVA's insurance covering damage to your unit is limited to the replacement cost for like kind, quality and quantity of your unit interior as was provided for in the original construction except LVA's insurance excludes coverage for all of the interior finished surfaces of floors, walls and ceilings in your unit.

Replacement cost means the lesser of the cost to repair or replace new the covered property without a deduction for depreciation. A condition to getting paid for replacement is the fact that the property must first be replaced. Otherwise, payment is made after depreciation is subtracted from the cost to replace.

Original construction means the kind, quality and quantity of your unit interior when your unit was first built. For example: If your refrigerator, stove, and cabinets are destroyed by covered loss LVA's insurer will pay the value to replace the new, but only the value of the kind, quality and quantity when your unit was first built.

LVA's insurance will not cover any of the finished surfaces of your unit's walls, floors and ceilings. This means that LVA's insurance will not cover for example, carpeting, tile, hardwood, linoleum, wallpaper, and finished paint coat.

The types of direct damage losses covered by LVA's insurance is known as special causes of loss perils. These perils are broader than what is prescribed in LVA's documents but like all insurance there are limitations and exclusions. For example, there is no coverage for loss caused by Earth Movement, Earthquake or Flood (except as noted below under Flood). There is very restricted and limited coverage for mold.

Flood: Your Association purchases Flood insurance coverage only on buildings located in what FEMA describes as Special Flood Hazard Areas.

Personal Insurance Unit Owners Should Purchase

All unit owners and their tenants need to purchase personal insurance to protect their insurable interests. Each owner is strongly urged to obtain and maintain an HO6 Condominium Homeowner's Policy, covering personal property and personal liability. After reading this information we recommend you consult with your personal insurance representative on what options you have when purchasing personal insurance, such as a Replacement Cost Endorsement that removes depreciation from being a factor in lost adjustment. If you lease your

unit to a tenant let your tenants know in writing that they should purchase a renters insurance policy.

You should purchase insurance to cover: damage to your personal belongings, your additional living expenses if your unit cannot be occupied temporarily following a covered insurance loss, your personal liability and medical expense benefits, loss assessment coverage, and damage to your unit interior to the extent that it is not covered by LVA's damage to your unit interior insurance. You should also discuss and select the types of losses you want your personal insurance to cover with your personal insurance representative.

With respect to insuring damage to your unit interior, you should cover the value of all upgrades or improvements made to your unit interior since the original construction including the upgrade value of any additional or better fixtures, appliances and cabinetry. Also cover the full replacement value of all coverings on your floors, walls and ceilings.

Tenant or Renters Insurance

Tenants occupying units at Original Leisure Village should purchase insurance to cover the direct damage to their personal belongings as well as additional living expenses if they cannot occupy their unit due to a covered insurance loss. Tenants are also required to maintain \$500,000 limit personal liability insurance. Such coverage can be found in a personal insurance policy known as a tenant Homeowners or Renter's Insurance Policy. We recommend you consult with your personal insurance representative to determine your purchase and specific coverage options.

Any owner or tenant who personally employs domestic help on a regular or part-time bases has a responsibility under N.J. Workers Compensation law for injuries such help may sustain in their work. Only by carrying Homeowners Policy is this liability insured

Things You Need To Do When Your Unit Is Damaged

Preserve and protect your property from further loss. Often insurers will pay reasonable expenses for emergency measures taken in an attempt to protect covered property from further loss covered by your insurance. For example: Sudden water damage from a burst hot water heater could result in further damage to your unit and personal property if the water is not shut off and measures are not taken to extract standing water and dry out your unit.

Always report sudden damage of your unit to management. LVA's insurance is primary. This means that if there is covered loss, LVA's insurance comes first. Management will report the loss to LVA's insurer so they may investigate and determine to what extent the damage is covered by LVA's insurance.

Always report sudden damage of your unit to your personal insurer. This is important because some losses are covered only by your insurance while other losses may be covered by both LVA's and your insurance. This allows the insurance adjusters to sort out coverage and payment.

ARCHITECTURAL REVIEW: DESIGN REVIEW

Design review or architectural control involves everyone who has a vested interest in a community association because it helps to maintain, protect, and enhance property values.

Failure to properly exercise design review can foster misunderstanding and controversy among homeowners, a series of actual or alleged violations, and numerous expensive and protracted court cases. Additionally, the Association and its members may suffer property value losses if design review is absent, ineffective, or inconsistently enforced.

A successful design review program must be recognized by the community as a benefit, not as a burden. The Board must clearly communicate the program's purpose and structure.

KEY POINTS:

- Properly exercised design review protects property values by creating and preserving an attractive community.
- It is the role of the Association to notify new members of its design review requirements, issue periodic reminders to all members, and give design review guidelines to every member considering an exterior design change.

DESIGN REVIEW COMMITTEE

1. The Board of Trustees will constitute the Design Review Committee.
2. The Committee shall regulate the external design, and appearance of the properties and of improvements thereon in such a manner as to (a) promote those qualities in the environment that bring value to the properties; and (b) foster the attractiveness and functional utility of the community as a place to live, including a harmonious relationship among structures, vegetation, and topography.

REQUIREMENTS:

No residence or projection thereon that is temporary, permanent, affixed or not affixed to the ground shall be commenced, erected, maintained, improved or altered. Nor shall any grading, excavation, tree removal, planting, change of exterior color, or other work which in any way alters the exterior appearance of any unit or its surroundings be done without the prior written approval of the Design Review Committee.

Design approval shall be based on the proposed modification's (a) size and location; (b) exterior design; (c) color and character of its exterior materials; (d) quality of the workmanship; (e) construction time schedule; and (f) provisions for adequate and timely exterior maintenance.

Examples of Design Principles:

- Harmony with overall community design or contextual relationship - Contextual relationship pertains to the characteristics of any existing structures, the neighborhood and the individual site.
- Location and effect on neighbors - In reviewing the effect of a proposed design change on neighbors, the Design Review Committee must balance the rights and expectations of the unit owner with those of the neighbors. Though the Committee may not always find a "perfect solution," it should consider each aspect of the situation before making a decision.
- Workmanship - The quality of work for any change should be equal to or better than that originally used.

DESIGN REVIEW COVENANT

The policy guidelines are intended to assist the Board of Trustees and the unit owners in the ongoing process of community design. They may be modified and supplemented from time to time upon due notice to the owners. The guidelines are subject to approval of the Board.

Guidelines:

- Patios will be constructed at ground level of easily removable material. No poured concrete material is permitted. Patio size will be dependent on land available with a maximum of 144 sq. ft., with no dimension exceeding the perimeter of the unit.
- No fences, with the exception of air conditioner enclosures, are permitted.
- No patio awnings are permitted.
- All plantings of shrubs or trees or the removal of same on common ground must have prior approval.
- Replacement of windows cannot result in reduction in size of opening and must be of white vinyl-clad material.

In addition to the above guidelines, all owners should be aware that no work which in any way alters the exterior appearance of any unit or its immediate surroundings shall be done without the prior written approval of the Design Review Committee.

**REQUEST FOR APPROVAL OF ALTERATIONS
LEISURE VILLAGE ASSOCIATION
19 BUCKINGHAM DRIVE, LAKEWOOD, NJ 08701**

Request No. _____ Date of Request: _____

Unit Owner: _____ Phone #: _____ Unit #: _____

Description of Work: _____

Estimate Cost of Work: _____

Contractor Performing Work: _____ License #: _____

Contractors Address: _____ Phone #: _____

PLEASE NOTE: A detailed sketch, description or specifications of the proposed work and time schedule for completion must be attached to this Request for Approval of Alterations at time of submission. No Requests will be evaluated or approval given until such time as submission is complete.

TERMS AND CONDITIONS OF REQUEST FOR APPROVAL OF ALTERATIONS

1. It is hereby understood and agreed to by the unit owner that Leisure Village Association is released from any responsibility for maintenance and/or repairs on the proposed/completed work or any items listed herein and that the owner to whom permission for this project is given will be responsible for any damage to any property resulting from the issuance of this approval.
2. All alterations or additions to the unit, over and above the original installation, should be added to the homeowner's insurance policy for adequate coverage.
3. Insurance Requirements – Contractors must have Workers Compensation, General Liability and Automobile Liability insurance policies to perform work in Leisure Village. The Workers Compensation must cover all workers performing the actual work. Any contractor performing structural changes i.e. plumbing, electrical, framing etc. must have the following: Commercial General Liability with limits not less than \$1,000,000 each occurrence, \$1,000,000 products/completed operations aggregate and \$2,000,000 general aggregate. The commercial general liability insurance must name Leisure Village Association, its directors & officers, and members, additional insured. The automobile policy must cover the automobiles entering our premises with limits not less than \$1,000,000 per each accident and name Leisure Village Association its directors, officers and members additional insured.
4. A Certificate of Liability Insurance made out to Leisure Village Association, 19 Buckingham Drive, Lakewood, NJ 08701 must be provided before work begins. The policy must be in effect throughout the duration of the work.

5. Planting(s) must not interfere with designed operation of sprinkler heads or maintenance of grounds even though permission is given for this requested project.
6. ANY INSTALLATIONS, INTERIOR OR EXTERIOR, MUST NOT ALTER EXISTING CONSTRUCTION DESIGN OR ITS FUNCTION. PLEASE REFER TO LVA BY LAWS AND RULES AND REGULATIONS FOR PARTICULARS.
7. Any work done in an owner's unit or on the common property outside of the unit shall be subject to all existing state and municipal laws and ordinances and Leisure Village Regulations. Please refer to N.J.S.A. 56:8-140 regarding Contractor Registration prior to hiring a contractor. The Association Office has a copy on file for your review. A copy of all Contractor Registration information must be on file with the Association Administration Office before work commences.
8. All work shall be subject to inspection and approval by the Association. The owner, together with the contractor or workmen will be held responsible for any deviations of the above and any necessary corrections. Refusal to adhere will result in the unit owner being assessed for unapproved work should it be removed.
9. The unit owner understands and agrees that no work detailed in this request shall commence until written approval is received from the Association.
10. The unit owner understands and agrees that LVA approval of this request does not release the unit owner from obtaining necessary township permits for work. NO WORK IS TO COMMENCE UNTIL ALL LAKEWOOD TOWNSHIP PERMITS ARE APPROVED BY THE TOWNSHIP.
11. Construction must meet all zoning, building codes and laws of the county. For zoning information call (732) 364-2500; for building permits call (732) 364-3760. Nothing herein contained shall be construed as a waiver or modification of any such code or law. Once a building permit is obtained, a copy must be provided to Administration before work commences.
12. Where applicable, utility easements are to be marked BEFORE excavation is begun. For the location of underground telephone, cable TV, electric, water and sewer lines, call 1-800-272-1000. Please note that there is a FINE if underground cables or conduits are severed.
13. Requests from an owner with delinquency accounts will be denied on the basis of the account delinquency. Once the account is returned to a current status, the request will be reviewed and acted upon.
14. The owner understands and agrees that it is the responsibility of the unit owner to ensure that the contractor/workmen remove all debris resulting from the alteration in a timely manner. Non-removal will result in the unit owner being charged for removal by the Association.
15. Misrepresentation of any items in this REQUEST FOR APPROVAL OF ALTERATIONS either written or oral may void any approval by the Association and may subject the applicant to monetary fines in addition to removal of the violation at the applicant's expense.

I have read and understand and agree to comply with the above Terms and Conditions. The proposed change or additions meets the requirements and standards specified in these guidelines and I accept full responsibility for adherence.

Unit Owner's Signature _____ Date: _____

Approved: _____ Disapproved: _____

If Disapproved, Reason for Disapproval: _____

A visual inspection has been done of the proposed work and Leisure Village Association regulations have been reviewed and this request is in compliance with same.

Design Review Committee Representative: _____ Date: _____

Foreman's Signature: _____ Date: _____

Neighboring Residents Approval: _____	Unit No. _____
_____	Unit No. _____
_____	Unit No. _____
_____	Unit No. _____
_____	Unit No. _____

_____ Unit Owner has provided (1) copy of Contractor Registration information to Administration Office when required in accordance with P.L. 1960, c39(C56:8-1 et.seq.)

_____ Unit Owner has provided copy of approved Lakewood Township permits to Administration.

This REQUEST FOR APPROVAL OF ALTERATIONS is not valid unless and until such time as all required signatures appear on this document and unit owner receives a copy.

NO WORK IS TO BEGIN UNTIL WRITTEN PERMISSION IS RECEIVED FROM THE ASSOCIATION. VIOLATION OF THIS RULE MAY RESULT IN A FINE AND/OR RESTORATION OF THE PREMISES TO ITS ORIGINAL CONDITION AT THE EXPENSE OF THE UNIT OWNER.

Manager's Signature: _____ Date: _____

Board of Trustees Approval: _____ Date: _____

RELEASE

Unit No. _____

Please be advised that any damage to the unit as a result of the installation will be the responsibility of the unit owner to repair.

Unit Owner:

Signature

Date

When all work has been completed notify the Administration Office so a final inspection can be scheduled.

.....

Leisure Village Final Inspection

Approved By:

Signature

Date

**NO OVERNIGHT PARKING
ON MAIN ROADS**

**NO PARKING
ALONG YELLOW CURBS**

**ADDITIONAL PARKING IS AVAILABLE AT
BUCKINGHAM HALL AND DORCHESTER HALL OVER
FLOW PARKING LOTS FOR GUESTS AND ADDITIONAL
VEHICLES.**

**ALL VEHICLES MUST HAVE VALID REGISTRATION
AND MOTOR VEHICLE INSPECTION**

**ALL VEHICLES MUST BE REGISTERED WITH THE
VILLAGE OR HAVE A VISITOR PASS FROM
ADMINISTRATION OFFICE WHEN PARKED
OVERNIGHT IN VILLAGE**

**UNAUTHORIZED PARKING IS PROHIBITED AND
UNAUTHORIZED MOTOR VEHICLES WILL BE TOWED
AT OWNER'S EXPENSE**

**\$60.00 PER TOW & \$25.00 PER DAY FOR STORAGE
ALL VEHICLES WILL BE TOWED TO
LUK OIL
52 CHAMBERS BRIDGE ROAD BRICK NJ
(Phone 732-262-3377)**

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