Oak Crest Estates

Homeowners Association

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Welcome to our Community

A Family Community

Management Office
2250 Oakcrest Drive
Mays Landing, NJ 08330

Phone: 609-625-7442 *Fax*: 609-625-8811
Email: oakcrest2@comcast.net
Web-site: www.oakcrestestateshoa.com
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OAK CREST HOMEOWNERS ASSOCIATION
2250 OAK CREST DRIVE
MAYS LANDING, NEW JERSEY 08330
Office (609) 625-7442 fax (609) 625-8811
www.oakcrestestateshoa.com email:oakcrest2@comcast.net

ACKNOWLEDGMENT RECEIPT

I HAVE RECEIVED THE OAK CREST ASSOCIATION **BY-LAWS** AND THE **DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. I UNDERSTAND THAT MONTHLY FEES MUST BE PAID TO OAK CREST ASSOCIATION BY THE 15TH OF EACH MONTH.**
(Owners only) please initial receipt_____

I HAVE RECEIVED THE **OAK CREST HOMEOWNERS WELCOME PACKAGE** WHICH INCLUDES BUT NOT LIMITED TO THE FOLLOWING: (all residents and owners)

- **OCCUPANCY LISTING FORM**
- **VEHICLE REGISTRATION FORM**
- **ASSIGNED PARKING INFORMATION**
- **TRASH & RECYCLING INFORMATION**
- **RULES AND REGULATIONS**
- **ARCHITECTURAL CONTROL REVIEW PROCEDURES & GUIDELINES**
- **ARCHITECTURAL MODIFICATION APPLICATION**
- **LEASING PROCEDURES & GUIDELINES**
- **BASKETBALL COURT RULES & REGULATIONS**
- **SWIMMING POOL RULES & REGULATIONS**
- **IMPORTANT PHONE NUMBERS**
- **EXTERIOR INSPECTION INFORMATION**
- **HOMEOWNERS RESPONSIBILITIES AND INFORMATION**

NOTICES/FINE POLICY/AUTOMATIC FINES

FINE POLICY

The unit owner is assessed a $50 Fine when in receipt of the third "Notice To Cease" for the same Rule and Regulation violation. A fourth violation for the same offense will result in a $100 Fine. An additional $100 Fine will be assessed for each time the same Rule and Regulation is violated.

AUTOMATIC $100 FINES

$100 FINES WILL BE ASSESSED FOR VIOLATION OF THE FOLLOWING RULES AND REGULATIONS:

R&R#7 "All pets must be on a leash. Pets are permitted to be walked on the common areas as long as the residents immediately clean up after their pets. The tying of pets to posts, trees, patios or anywhere outside the unit is prohibited. Pets are not permitted to be kept outside of the unit in any manner".

R&R # 12 "Riding bikes, skating or playing on the asphalt courts or sidewalks is not permitted. The asphalt courts are considered thoroughfares and not play areas. Bicycling and skating are restricted to the "Bike Path".

R&R #14 *in part* "A written request must be submitted to the Architectural Control Committee for any and all exterior modification, addition, alteration or change".

R&R # 18 *in part*. "No parking and/or driving is permitted in the rear, side of units, common areas or in front of mail boxes.

R&R # 19 "No vehicle maintenance of any type is permitted in the community, other than routine washing and waxing, emergency jump-start and change of flat tire."

R&R # 25 "Leasing Procedures and Guidelines", shall become a part of these Rules and Regulations." (tenant move in without landlord's notification to the Association etc.)

$100 FINES WILL ALSO BE ASSESSED FOR THE FOLLOWING:

1. Children must play in the rear yard. Playing in the front yard is permitted only with adult supervision.

2. Playing in the common areas is not permitted.

3. Vandalism, breaking glass, throwing stones, littering, loitering, sitting on or damaging utility boxes and/or mailboxes or the playing of loud music is not permitted. Automatic $100 fines will also be assessed for curfew violations.

5. Illegal dumping. Anyone who places trash, debris or personal items anywhere on common ground.

Rule and Regulation #14 states the following:

"A written request must be submitted to the Architectural Control Committee for any and all exterior modification, addition, alteration or change"

Prior to doing anything on the exterior of your townhouse or yard, please remember to check with the Management Office first. You may need to submit an "Architectural Modification" form for approval. The Manager will be happy to answer any questions and/or provide you with the form you will need.

*"Walk Around" If you desire to take advantage of this offer, the Maintenance Man will point out and identify the different exterior elements of your townhouse and what may need repair and/or replacement in the future. _____ owners only (please initial if you would like to set up an appointment)

NAME (PRINT): _____

SIGNATURE: _____ _____
date

PHONE: _____best time to call_____

If applicable

Co-owner Name _____

Co-owner signature _____ _____
date

Oak Crest Estates

A Family Community

Oak Crest Estates presents a unique combination of gracious living, convenience and quality. The object has been to create a country grouping of townhouses nestled on a beautifully wooded site with readily access to town centers, employment, shopping and recreation.

The homes feature a colonial architecture. The different models available and the many customizing interior and exterior variations give each house a special distinction of its own. The townhouses include private yards and are surrounded by nature. Wooded open spaces and bicycle/walking path encompass the grounds. Recreation in the form of basketball, tennis, swimming, tot lot playground, volleyball available to residents. BBQ/Picnic area located next to swimming pool. The clubhouse is available for lease to residents.

Centrally located in exciting Atlantic County where routes 30, 322, 40 and the expressway come together, Oak Crest Estates sits right in the middle. The shore is a stone's throw away with miles of great beaches, boardwalks, and water activities. Then there's Atlantic City itself, offering the finest in star attractions and casino entertainment. To the West of Oak Crest lies a quiet side to the region. In the New Jersey Pinelands, one of the largest and most open natural resources in our country, you'll find expansive forest and water courses. There are yet more elements of the good life: camping, hiking biking, picnics, fishing, boating, and historic site seeing, all available in the pine forests as well as the ocean area.

So, Welcome to our Community,

Welcome Home !

OAK CREST ESTATES OFFICE

2250 Oak Crest Drive
Mays Landing, New Jersey 08330

Phone # 609-625-7442
Fax # 609-625-8811
Email address: oakcrest2@comcast.net
Web-site: www.oakcrestestateshoa.com

OFFICE HOURS

Monday through Friday
9AM – 5PM
(Closed on Saturday and Sunday)

HOLIDAYS

(Office will be closed)
New Years Eve – ½ day
New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve – ½ day
Christmas

Oak Crest Estates
Homeowners Association

The total monthly fee is $117.00 due the 1st of each month.

A $20.00 late fee is assessed after the 15th of the month.

Check, Money Orders, Debit Bank Cards accepted.

CASH / CREDIT CARDS not accepted at office.

Make payments payable to: Oak Crest H.O.A.

On-line payments accepted at www.oakcrestestateshoa.com

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If payments are not made by the 15th of each month, a late fee will be applied to your account, and a late notice will be mailed to the homeowner.
Notices concerning delinquency are mailed to homeowners in the following order:

***Small Balance Letter**
***Late Notice**
***Delinquency Notice**
***Lien Letter**
***"Towing of Vehicle" Letter (due to nonpayment)**
***Lien Placement**
***Homeowner information sent to Associations attorney for collection purposes.**

Membership Fees (new owner)

A non-refundable $250 "Membership Fee" is to be collected at the settlement table from new owners. The membership fee covers the cost of all their documents and processing their homeowners' account.

OAK CREST HOMEOWNERS ASSOCIATION
2250 OAK CREST DRIVE
MAYS LANDING, NEW JERSEY 08330
Office (609) 625-7442 fax (609) 625-8811

BASKETBALL COURT
RULES AND REGULATIONS

The Rules and Regulations are the guidelines that set personal behavior standards for the use and enjoyment of the Basketball and Street Hockey Court. Failure to abide by these Rules and Regulations may result in the assessment of fines and/or loss of privileges to use the Basketball Courts.

1. USE OF COURTS FOR OAK CREST RESIDENTS ONLY.
2. USE OF COURTS FROM DAWN TO DUSK ONLY.
3. **NO** GLASS CONTAINERS, ALCOHOL OR DRUGS PERMITTED IN THE AREA.
4. **TRESPASSERS** WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.
5. PARENT OR GUARDIAN IS RESPONSIBLE FOR ACTIONS OF THEIR CHILDREN.
6. **NO PETS** PERMITTED IN THE AREA.

OAK CREST ESTATES PRIVATE RESIDENTIAL POOL

NOT FOR PUBLIC USE

ATTENTION

THE RESPONSIBLE RESIDENT MUST HAVE AN

OAK CREST ESTATES ISSUED PHOTO POOL PASS

OR

A TEMPORARY GUEST BADGE

OR

TEMPORARY POOL PASS

TO ENTER

NO OTHER I.D. IS TAKEN

IF YOU DO NOT HAVE ANY OF THE ABOVE

TURN AROUND

DO NOT ENTER

STOP BY MANAGEMENT OFFICE FOR A PHOTO POOL PASS

OFFICE OPEN: MONDAY THRU FRIDAY

9AM – 5PM

IF HOURS ARE NOT CONVENIENT FOR YOU, PLEASE CALL THE OFFICE FOR SPECIAL ARRANGEMENTS 609.625.7442

OAK CREST HOMEOWNERS ASSOCIATION
RULES AND REGULATIONS GOVERNING USE OF SWIMMING POOL
NOT A PUBLIC FACILITY

(Private non-profit common interest property)

The following rules and regulations are for the protection and benefit of all to assure safe and sanitary operation of pool and facilities. Your cooperation in abiding by these conditions will afford pleasant relaxation and recreation for all concerned. Residents and their families are requested to observe all rules and regulations and to obey instruction of all employees.

Pool photo ID pass must be presented to the pool attendant prior to entering the pool area. Pool employees will be instructed that only persons with a pool photo ID will be admitted.

Each unit is entitled to have two (2) guests. Additional guests will cost $2 each. Only persons 18 yrs. of age and older **will be permitted to have guests.** The pool hours of operation are from 11:00 AM to 7:00 PM (weather permitting).

All persons using the pool or pool area do so at their own risk and sole responsibility. The Association assumes no responsibility for any accident or injury in connection with such use. Persons using the pool agree with the Association for and in consideration of the use of the pool as an added facility to make no claim against the Association for or on account of any loss of life or injury or damage can be clearly proved to have resulted from and been proximately caused by the direct negligence of the Association, agents or its employees, in the operation, care or maintenance or the premises or any portion of, or facility upon the property of which the premises are a part.

The cost of any property damage will be charged to the responsible party. The association will not be responsible for any loss or damage of personal property of any kind.

Residents agree to save harmless the Association, employees and managing agent from any and all liabilities and actions of whatsoever nature by any tenants or guests growing out of the use of the swimming pool or pool areas, except where such loss, injury or damage can be clearly proved to have resulted from and been proximately caused by the direct negligence of the Association's agents or its employees, in the operation, care or maintenance of the premises or any portion thereof, or facility upon, the property of which the premises are a part.

NAME (PRINT): _____

SIGNATURE: _____ _____
date

ADDRESS: _____

THIS FORM TO BE SIGNED BY RESIDENT AND RETURNED TO THE OAK CREST HOA MANAGEMENT OFFICE

2012

1. Homeowner Association (HOA) Dues must be current. No outstanding fines/violations.
2. No admittance to pool without a Lifeguard on duty.
3. No admittance without Oak Crest Estates issued photo pool pass
4. Photo pool pass must be presented to the pool attendant or lifeguard upon entering pool area.
5. All residents, children and guest(s) must sign in with the Pool Attendant or lifeguard. Names of all in attendance must have their full names and unit number(s) written on the "sign in" sheet.
6. Pool photo ID's are nontransferable. If pool photo ID is lost within same season, a duplicate will be issued at a charge of $5
7. Pool photo ID's may be revoked for reasons of misconduct as determined by the lifeguard and/or pool attendant.
8. All persons under 14 years of age must be accompanied by person 18 years of age or older, for admission to the pool area and must remain during the entire time they are in the pool area.
9. All persons without swimming skills must be accompanied by a person with swimming skills.
10. All persons over the age of 18 yrs. may be responsible for up to 4 children under 12 years old.
11. Only swimmers are permitted from pool rope to 9 ft. depth area of pool.
12. All non-toilet trained persons will not be permitted in the main pool
13. Cotton clothing not permitted in main pool. Appropriate swim attire is to be worn. Oak Crest is a "family" place. Please: No thong or G-string bathing suits.
14. Running, pushing, wrestling, ball playing, dunking, cannon ball, flipping or diving into pool or any undue disturbances in or about the pool area will not be tolerated. Conduct which endangers the safety and comfort of others shall be prohibited. No running and jumping into pool.
15. All persons should shower before entering pool. This is to reduce the amount of oil in pool.
16. Greaseless type suntan lotion should be used instead of oil type. No glass container will be allowed.
17. Admission may be denied to anyone with skin abrasions, colds, coughs, inflamed eyes, infection or anyone wearing bandages. Expectorating or blowing nose in the pool is prohibited.
18. The use of intoxicants and/or illegal drugs anywhere in the pool area is strictly prohibited and persons under the influence of alcohol or illegal drugs will not be permitted in the pool area.
19. Abusive profane or obscene language or breach of the peace will not be tolerated.
20. First aid supplies may be obtained from the lifeguard
21. No pets, other than guide dogs, are allowed on property
22. Strollers and wheel chairs are permitted in the pool area but not near the pools or walking area and must be attended to at all times
23. Residents will be held responsible for all actions of any children and guests
24. The pool may be closed at any time due to breakdown, weather or other difficulties and/or at the discretion of pool lifeguards on duty.
25. The pool and surrounding area must be cleared during a thunderstorm. Instructions and directives are at the discretion of the lifeguard on duty
26. Residents and guests may use the facilities with the understanding that they comply with all rules and regulations promulgated by the municipality and the Association.

27. The Board of Trustees reserves the right to refuse entry or deny pool privileges to anyone at its sole discretion.
28. These rules may be revised or amended at any time at the sole discretion of the Board of Trustees.
29. Failure to comply with any of the foregoing rules and regulations will result in the violator being barred from using the pool facilities.
30. Any changes in rules will be displayed at the entrance to pool.

Guests

1. Each unit is entitled to have two (2) guests. Additional guests will cost $2 each. Only persons 18 yrs. of age and older will be permitted to have guests. Form to be completed indicating total cost and resident agreement. Total cost will be added to account. Payment due within 7 business days. Payments are not accepted at pool.
2. Guests under 6 years of age are admitted free.
3. Guests over 18 yrs. of age are permitted to use the pool without the owner present provided the office has been notified and guest form completely executed.
4. Residents cannot be a guest of another resident.
5. Guest(s) must sign in with the Pool Attendant or the lifeguard
6. All persons under 18 years of age cannot bring guest to the pool.

Restroom's

1. Person responsible for children 7 years and under must accompany child to bathrooms.
2. Persons must towel dry and wear appropriate foot wear prior to entering bathrooms.

Wading Pool (Baby/Toddler Pool) Area:

1. Only "swim/pool diapers" with snug fitting elastic waist and legs are permitted absolutely no diapers or training pants.
2. Adult must remain with children at all times.
3. Use of the wading pool shall be limited to children seven years old and under.

Flotation Devices

1. Tubes, water wings, play equipment, are at the discretion of the lifeguard on duty.
2. No glassware of any type will be permitted in the pool area/enclosure.
3. Infant/toddler seated tubes are at the discretion of the lifeguard on duty.

Food / Drink:

1. No grilling in Pool area/enclosure.
2. No glass containers allowed. (NJ State Code Regulations)
3. You are expected to clean your own area prior to leaving the pool. Remove all trash, return cigarette buckets, etc.

Pool Grounds

1. Papers, cigarettes, cigars, refuse must be deposited in receptacles.
2. Music may only be played with the use of headphones

Vehicles/Bicycles

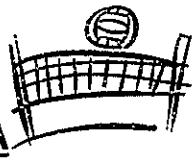
1. All cars are to be parked in prescribed areas. Members, guests, employees and all others using the club parking lot shall observe the handicapped parking laws as they apply to the public areas, as set forth in the D.M.V. code
2. Bicycles shall be parked in designa[illegible] rea at all times.

TENNIS COURTS

Tennis court gate is always kept locked for security reasons. Homeowners are able to obtain a key from the Oak Crest Office. A $10.00 deposit is required for the key. You may keep your key until you move from Oak Crest Estates, at that time your deposit will be refunded back to you.

BBQ / PICNIC AREA

Located next to Community Pool.
First come – first serve basis
Cannot be reserved.
Rules posted at location



VOLLEYBALL AREA

Located next to Community Pool
First come – first serve basis
Cannot be reserved

LANDSCAPING

RESIDENTS/OWNERS REQUIRED TO WATER LAWNS AND GARDENS

The Association is responsible to cut lawns weekly, edge every other week, apply lime, fertilizer and weed killer. We can only maintain what lawn is present. The resident/owner must establish the lawn and water the lawn. Grass seed will be available during the Spring Season for a limited time in the office.

Scheduled Cut Day - Tuesday
Rain Day - Wednesday

All lawns front and rear must be clean and accessible.
Clean up all dog or pet feces, paper, glass, cigarette butts, leaves, etc.
Remove from the area to be cut: all toys, lawn furniture, grills, water hoses, trash containers and any debris scattered over the lawn.

According to the Community Rules and Regulations, the tying of pets to posts, trees, patios or anywhere else outside the unit is prohibited.
Lawns will not be cut if there are loose or tied pets in the yard.
Your yard will not be cut if there is dog feces that has not been cleaned up.

Failure to comply with the above request to clean and clear your lawn may result not only in your lawn not being cut but you may receive a violation letter that could lead to a fine being assessed against your unit.

All **gates must be unlocked by 7:00 AM.** Once the landscaper is through the court he is not required to go back if gate was locked. Management and/or maintenance will **inspect** the property to make sure the lawns are clean and accessible for the landscapers.

All back yards will be cut including fenced in yards! If you do not want our landscaper to cut your front and/or back yard you must fill out a form, **even if you previously submitted one**, and return it to the office or call office. You will then be responsible to cut your front and/or backyard weekly.

OAK CREST ESTATES HOMEOWNERS ASSOCIATION

SNOW REMOVAL GUIDELINES

RECCOMENDATIONS & RESPONSIBILITIES FOR RESIDENTS

1. Speed limit 5 miles per hour
2. Children should be kept indoors during plowing
3. Residents should take necessary precautions to prevent ice buildup on their property and around their vehicles. Salt sold for this purpose or even table salt works well.
4. Residents are encouraged to take necessary precautions on and around your property and vehicles. Think safety for all.
5. Do not shovel snow onto the street after plowing has been completed.
6. Shovel snow onto your own property
7. Shovel snow away from fire hydrants near your property.
8. Do not shovel snow onto storm sewers
9. Park all vehicles in proper parking spots during snowstorms - keep the road clear for snow plows and emergency vehicles.
10. Snowplow contractor will blow the horn in each court to inform residents to move vehicles during plowing.

WHO IS RESPONSIBLE FOR CLEARING AROUND VEHCILES, RESIDENTIAL SIDEWALKS, AND ENTRANCES?

The resident is responsible for clearing snow and ice from their residence including around their vehicles, privately owned sidewalks, and walkways. **Oak Crest Estates HOA** does not provide snow removal services to private property.

WHEN DOES PLOWING BEGIN WITHIN THE COURTS?

1. Plowing begins when snow depths reach three inches and freezing temperatures indicate no melting.
2. Clearing the streets of snow may require several passes of the snow plows.
3. Expect a minor amount of snow on the streets after the plowers have passed. This is done to avoid damaging manhole covers and other above pavement obstacles.

WHEN DOES PLOWING BEGIN ON OAKCREST DRIVE?

Oakcrest Drive is a Township of Hamilton dedicated road. Therefore, the Township is responsible for clearing and maintaining this road.

"TOGETHER we can make the WINTER, a safer, happier season for everyone"

Resident is the homeowner and/ or the tenant

Emergency:
911

Police Department: NON-EMERGENCY:
(609)625-2700

Municipal Emergency Management Office
(609)625-8340

Red Cross Atlantic County
(609)646-8330

ew Jersey County Office of Emergency Management Coordinator
ATLANTIC COUNTY OEM
Fax: (609) 407-6745
24/7: (609) 442-1592

OAK CREST ASSOCIATION
COMMUNITY ROOM
RULES AND REGULATIONS
AGREEMENT CONTRACT FORM

RULES AND REGULATIONS

NO ALCOHOLIC BEVERAGES PERMITED ON PREMISES

Furniture is not to be removed from the premises for any reason.

No wakes, fund raising, religious services or political functions will be permitted.

Use of the room shall be restricted to the Homeowners of Oak Crest Estates and lessees who have obtained the agreement and disclaimer signed by the Homeowner.

Any social function for young adults or children must be chaperoned by an appropriate number of adults.

All food and/or refreshments served in the Community Room shall be pre-cooked; the stove is to be used for warming purposes only.

All functions must be over by 11:00 PM, unless otherwise approved by the Board of Trustees.

DECORATING RULES AND REGULATIONS

Nothing can be taped, pinned or attached to the walls of the Community Room.

Nothing can be taped, pinned or attached to the ceiling panels of the Community Room.

CLEAN UP RULES AND REGULATIONS

All trash must be in tied trash bags in trash cans. All floors must be swept clean. Kitchen and Bath counters and appliances wiped clean.

Failure to comply with these rules and regulations may result in the loss of part or all of your $150.00 security deposit.

_____ _____

Lessee Name (print) Signature of Lessee

_____

Date

BOOKING REQUIREMENTS

All dues must be current in order to utilize the Community Room.

The Community Room will be booked on a first come, first serve basis.

A certificate of insurance is required as proof of Homeowner's or Renter's Insurance.

Total $275.00 due at least ten (10) working days prior to rental date.

SCHEDULE OF FEES

All fees are to be paid in the form of a money order or cashier's check or personal check. No cash will be accepted.

The minimum cost to rent the Community Room is $125.00 for up to five hours. $150.00 deposit will be required. For every additional hour past the five, there will be an additional $25.00 charge for the room. All decoration and clean up will be part of the five hour use. If room is rented for a juvenile party consideration must be given to their curfew.

If room is rented for a party and you plan on using the pool there will be an additional fee for a lifeguard of $20.00 per hour. You will be given wrist bands for the guests, whether swimming or not, who are entering the pool facilities. Your guests need to have a wrist band on so that the lifeguard knows they are with your party. There will also be additional charges depending on the amount of guests entering the pool facilities.

A $150.00 security deposit will be required to offset any damage or cleaning to the Community room. Damages exceeding the amount of $150.00 will be charged to the Homeowner. If there is no damage or cleaning required, the $150.00 deposit, or balance thereof, will be refunded after inspection by the Oak Crest Employee who is opening and closing the clubhouse, within ten working days.

All Oak Crest Rules and Regulations apply.

AGREEMENT AND DISCLAIMER FOR USE OF COMMUNITY ROOM

I, the undersigned, owner/lessee of _____
Hereby understand and agree to the terms of the Rules and Regulations (attached hereto) for the use of the Community Room.

I agree that no alcoholic beverages will be served.

I understand that a usage fee of $125.00 and a $150.00 security and cleaning deposit, payable in money order, cashier's check, or personal check only, must be paid two (2) weeks prior to utilization of the room, as well as the Certificate of Insurance and signing of the disclaimer.

The Property Manager, ensuring that no damage has occurred and the room is left clean will refund the $150.00 deposit within ten (10) working days after inspection. Inspection will be completed by the Oak Crest Employee prior to closing clubhouse.

I understand that the discovery of use of alcoholic beverages will result in the loss of the $150.00 security deposit.

I, the undersigned, agree to indemnify and hold harmless Oak Crest Association, it's Board Members, Property Manager or members for any damages to the Community Room facility and its surroundings and for any cost incurred, included reasonable attorney's fees, for any suit, threatened suit, claim or payment made to or by any person by reason of personal injury and/or damage or loss of personal articles made by any person arising from homeowners/lessee's use of the Community Room herein, liability for such costs incurred being the sole responsibility of the homeowner/lessee.

Request is made to reserve the Community Room for the following day:

Date:_____

Time: From: _____am/pm To _____am/pm

_____
Name of Lessee (Print)

_____
Employee responsible for opening/closing

_____
Signature of Lessee

_____
Employee phone number

_____
Address

_____
Phone number

BOARD OF TRUSTEES

The affairs of the Association shall be governed by a Board of Trustees consisting of not less than three (3) persons nor more than nine (9) persons each of whom, other than those Trustees nominated by Declarant, shall be a member of the Association, and one of whom shall be a resident of the State of New jersey. The initial Board of Trustees shall consist of three (3) members. The Board of Trustees may determine, by resolution, the number of members to comprise the Board from time to time; provided, however, that no reduction in Board membership hereunder shall be permitted if the effect thereof will be to decrease an existing term of office or to abolish an office then held by an elected Trustee.

At the expiration of the initial term of each Trustee, his successor shall be elected to serve for a term of 3 years, provided that each Trustee shall continue to hold office until his successor is elected. Trustees shall serve without compensation.

Board Meetings are held once a month in the Community Room. Please refer to Oak Crest web-site for date and time.

Additional Board of Trustees information can be found in the By-Laws packet, Article V, Section 1., starting on page 16.

OAK CREST HOMEOWNERS ASSOCIATION

Committees

Homeowners are always welcomed to volunteer for any of the following committees. The volunteers are delegated to consider, investigate, take action on, or report on some matter for the promotion of a common element.

Activities Committee
Pool / BBQ Parties

Agriculture Committee
Common ground (Oak Crest property) landscaping/trees

Architectural Committee
Ensures the integrity of the Oak Crest Community including but not limited to approvals of improvements, additions, colors, etc. to the exterior of all Oak Crest homes.

Community Youth Achievement Committee
Reviews eligible students' report cards that are submitted to the office and awards chosen applicants.

COMMITTEE POLICIES AND PROCEDURES

Each Committee Chairman will submit to the Board of Trustees his proposal on the appropriate committee request form for board approval.

The request will be reviewed by the board at the following board meeting.

The request will need a majority vote for approval.

The board has the right to request additional information if necessary for any committee request.

Oak Crest Estates

Community Youth Achievement Program

All report cards to be submitted by July 15.

Students

- grades 2nd-5th (Elementary)
- grades 6th-8th(Middle school)
- grades 9th-12th (High school)

Residents submit report cards to management office to be copied for consideration-final report card due by **July 15**.

Subjects to be considered are:

- Math
- Sciences
- English/Language Arts
- Social Studies/History

Other considerations in excellence can include:

- Athletics
- Volunteerism
- Community involvement
- Group involvement that fosters growth and/or enhances citizenship
- other forms of excellence

A* or *equivalent

Recipients will be awarded **$50** gift bank cards

High School Graduates

High school seniors going on to higher learning:

Submit these listed items by July 15 for consideration

- Report card
- Letter of enroliment from school planning to attend
- Essay stating what community means to you and aspirations for your future
- any achievements
- volunteerism

Recipient will receive **certificate** and one time scholarship of **$500** sent to school planning to attend.

OAK CREST ESTATES
2250 OAKCREST DRIVE
609.625.7442

OAK CREST ESTATES RESIDENTS
STORM PREPAREDNESS

Stay tuned in to media reports about evacuations and local conditions.

In advance of the storm:

Sign up for the reverse 911 system for emergency alerts. **http://www.readyatlantic.org/stay/com_notification.asp**
Manage Projectiles. Bring in lawn or patio furniture, garbage cans, statuary, mobile grills and any free standing, lightweight objects — these can become projectiles in a windstorm.
Turn the refrigerator and freezer thermostat to its coldest setting and keep its doors closed.
Store valuables and personal papers in a waterproof container
Ensure a supply of water
Stay Aware. Stay tuned to weather advisories
Determine where official shelters for evacuation are located and pick a meeting spot in case family members are separated.
Keep your vehicle with a full fuel tank and avoid driving through flooded roads; stay away from downed power lines.

As the storm approaches:

Do not drive into flooded areas. Six inches of water will reach the bottom of most cars causing loss of control and possible stalling. Two feet of rushing water can carry away most vehicle including SUVs and pick-ups. A foot of water will float many vehicles.
If power is lost, turn off appliances to reduce power surge when electricity is restored.
Be ready to evacuate if ordered by public officials.
Stay inside, away from windows and glass doors.
Have a battery powered radio available.
Have your cell phone fully charged.

Once the storm has safely passed:

Inspect for Damage. When inspecting your property for damage, wear protective clothing and be cautious to avoid injury. If you determine that emergency repairs are needed, have these repairs completed to prevent further damage.

Local Emergency Phone Numbers:

Hamilton Township Emergency Management Office: 609.625.8340
Non-Emergency: 609.625.2700 (Police Dept. questions/concerns)
Emergency: 911 (Police/Fire/Rescue/Ambulance)
Atlantic Electric: 1-800-833-7476 to report a downed wire or an outage.
South Jersey Gas: 1-888-766-9900
For Gas Leaks Only: 1-800-582-7060
NJ Department of Insurance: http://www.state.nj.us/dobi/division_consumers/insurance/hurricane.htm
NJ Office of Emergency Management: http://www.state.nj.us/njoem/plan/threats-emergencies.html
Hurricane preparedness: http://www.ready.gov/america/beinformed/hurricanes.html
Flood preparedness: http://www.ready.gov/america/beinformed/floods.htm
Accu Weather: http://www.accuweather.com/news.asp
Office of Emergency Preparedness: http://www.readyatlantic.org/index.asp

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PUBLIC SHELTER

Contact local authorities for Public Shelter locations

Please BE CAREFUL - BE SAFE -BE PREPARED

HELPFUL PHONE NUMBERS		
ANIMAL CONTROL/dogs/cat	TRI-COUNTY	705.7662/1-800-992-7387
ANIMAL Wildlife AID	ATLANTIC COUNTY	927-0538
ANIMAL SHELTER	ATLANTIC COUNTY	485-2345
ANIMAL CRUELTY	SPCA	927-9059
CLERK -(passports/deeds)	COUNTY CLERK	625-4011
COMCAST	PHONE INTERNET	641-6700
COURT	MUNICIPAL	625-3901
CRIME-STOPPERS		1.800.658.8477
ELECTRIC	A.C. ELECTRIC	645-3500
GAS	S.J. GAS	1-888-766-9000
HEALTH DEPT.	COUNTY	645-5935
HOSPITAL-ATLANTICARE	ATL.CITY DIV	345-4000
HOSPITAL-ATLANTICARE	POMONA	652-1000
HOSPITAL-SHORE MEMORI	SOMERS POINT	653-3500
LIBRARY	MAYS LANDING	625-2776
PLUMBING/SEWER	ROTO-ROOTER	641-8350
POLICE	NON-EMERGENCY	625-2700
POST OFFICE	MAYS LANDING	625-5680
POT HOLES-OAKCRST DR	PUBLIC WORKS	625-6311
RECYCLING	ACUA	272.695
SCHOOL - K & 1ST	SHANER	476.6141
SCHOOL - 6 - 8	WILLIAM DAVIES	476.6242
SCHOOL - PK, 2 - 5	GEORGE HESS	476-6100
SCHOOL - 9 - 12	OAKCREST HIGH	909-2600
SCHOOL - 9 - 12	ABSEGAMI HIGH	652.1372
SCHOOL - 9 - 12	A.C.INST. TECHNICAL	625-2249
SCHOOL - 9 - 12	CEDAR CREEK HIGH	593-3560
SCHOOL -PREK-8TH (PRIVATE)	ST.VINCENT DEPAUL	625.1565
SCHOOL-SPECIAL SERVICES	ATLANTIC COUNTY	625-5796
SCHOOL - COUNTY COLLEGE	A.C.C.C	625-1111
SCHOOL - STATE COLLEGE	STOCKTON STATE	652-1776
SNOW REMOVAL	TOM CROSS	383.3386
SURROGATE-(will/estates)	COUNTY	645-5800
TAX OFFICE	MUNICPAL TAX	625.2151
TOWING	TRI-STATE	804.1501
TRASH PICK UP	PUBLIC WORKS	625-6311
TREE SERVICE	J&C	410.7135
VERIZON SERVICE	PHONE/INTERNET	1-800-VERIZON
WATER	HT MUNICPIAL UTIL	625-1872
YOUTH & FAMILTY SERVICES	DYFS	1.877.652.2873

609 area code unless otherwise specified

OAK CREST HOMEOWNERS ASSOCIATION
2250 OAKCREST DRIVE
MAYS LANDING, NEW JERSEY 08330
office: 609.625.7442 fax: 609.625.8811
email: oakcrest2@comcast.net www.oakcrestestateshoa.com

LEASING PROCEDURES AND GUIDELINES
RULES AND REGULATIONS

Ordinance #1544-2005 "Establishing Occupancy Limits for Residential Properties" was adopted on September 19, 2005. The "Landlord Registration Statement" is now required by the Township of Hamilton with the leasing of every unit.

1. Each member of Oak Crest Homeowners Association desiring to lease his or her unit shall provide the Board of Trustees with the following:

   a. _____ The *Criminal, and Tenant/Landlord Court Search of the proposed tenant(s). Criminal checks must be done on everyone 18 years and older that will be occupying the unit. Below list one company that may be used. You must contact them to set up an account.

   TenantSafe (800) 498-3200

   b. _____ A list of all the persons who will occupy the premises with the proposed tenants(s). (Oak Crest Occupancy Form)

   c. _____ A copy of the proposed form of lease.

   d. _____ signed document stating that the proposed tenant(s) has received, read, understands and agrees to abide by the Association's Rules and Regulations.

2. The Township of Hamilton has adopted Ordinance #1708-2011 on December 5th, 2011 which states that the Bureau of Fire Prevention Office is to require, and Re-Inspections for all Rental Units within the Township of Hamilton.

   e. _____ Copy of your Residential Rental Unit License (issued by The Township of Hamilton).

   f. _____ A copy of the Township of Hamilton's certificate of smoke detector, carbon monoxide and fire extinguisher compliance. Inspection is required each time occupancy changes.

3. The information to be provided above shall be submitted to the Board of Trustees for Board approval fifteen (15) days prior to the initial date of occupancy for the proposed tenant(s).

4. These Leasing Rules and Regulations shall apply to any and all new proposed tenancies. A lease agreement shall subject the member to any and all remedies available to the Association, including but not necessarily limited to the imposition of fines.

OAK CREST HOMEOWNERS ASSOCIATION
2250 OAKCREST DRIVE, MAYS LANDING, NEW JERSEY 08330
OFFICE (609) 625-7442 **FAX** (609) 625-8811
www.oakcrestestateshoa.com email:oakcrest2@comcast.net

YEAR
OCCUPANCY LISTING

It is a requirement of the Oak Crest Homeowners Association that this form be completed by OWNERS and TENANTS and returned to the Management Office. **Rule & Regulation #27 states**: "All residents, (owners and tenants) must provide the Management Office with a completed "Occupancy Listing" form. Forms must be updated yearly and/or when any changes occur". It is the responsibility of the Landlord to either submit his tenant's form or have his tenant submit form. This information is kept confidential and used by office personnel in case of emergency.

Unit Address _____ parking space/unit is # _____

Is this property going to be used as a rental (YES or NO)_____

FAMILY COMPOSITION
Person(s) Occupying Unit:

	Names	Ages
1.		
2.		
3.		
4.		
5.		
7.		
8.		

Household Telephone Number (____) _____-_____ **Cell Phone Number** (____)_____-_____

In case of an emergency contact:

1._____ phone:_____

2._____ phone:_____

Please list pets (breed/color):

1)_____

2)_____

OWNER(S) INFORMATION

Name_____ **Social Security #** _____-____-_____ **Military Service** (Yes or No)_____

Name_____ **Social Security #** _____-____-_____ **Military Service** (Yes or No)_____

Household Telephone Number (____) _____-_____ **Cell Phone Number** (____) _____-_____

Homeowners Insurance Company _____ **phone:**_____

Place of Employment

1. _____ - _____
Telephone

2. _____ - _____
Telephone

Occupancy Forms must be completed and returned to the office

ANGLESEY	BRECKNOCK	BALA	CORWEN	CARDIGAN	CARDIFF	DENBIGH	FLINTSHIRE	LAYDON	MERION	RADNOR	WELLS
103 / 4801	129 / 4800	153 / 4857	181 / 4846	205 / 4913	229 / 5007	253 / 4894	277 / 4942	301 / 4992	333 / 5063	361 / 5056	395 / 5065
104 / 4803	130 / 4802	154 / 4859	182 / 4848	206 / 4915	230 / 5005	254 / 4896	278 / 4944	302 / 4994	334 / 5061	362 / 5058	396 / 5067
105 / 4805	131 / 4804	155 / 4861	183 / 4850	207 / 4917	231 / 5003	255 / 4898	279 / 4946	303 / 4996	335 / 5059	363 / 5060	397 / 5069
106 / 4807	132 / 4806	156 / 4863	184 / 4852	208 / 4919	232 / 5001	256 / 4900	280 / 4948	304 / 4998	336 / 5057	364 / 5062	398 / 5071
107 / 4809	133 / 4808	157 / 4865	185 / 4854	209 / 4921	233 / 4999	257 / 4902	281 / 4950	305 / 5000		365 / 5064	399 / 5073
		158 / 4867	186 / 4856	210 / 4923	234 / 4997	258 / 4904	282 / 4952	306 / 5002	337 / 5009	366 / 5066	400 / 5075
108 / 4811	134 / 4810		187 / 4858	211 / 4925	235 / 4995	259 / 4906	283 / 4954	307 / 5004	338 / 5011	367 / 5068	
109 / 4813	135 / 4812	159 / 4869	188 / 4860	212 / 4927	236 / 4993	260 / 4908		308 / 5006	339 / 5013	368 / 5070	401 / 5077
110 / 4815	136 / 4814	160 / 4871					284 / 4956		340 / 5015		402 / 5079
111 / 4817		161 / 4873	189 / 4862	213 / 4929	237 / 4991	261 / 4910	285 / 4958	309 / 5008	341 / 5017	369 / 5072	403 / 5081
112 / 4819	137 / 4816		190 / 4864	214 / 4931	238 / 4989	262 / 4912	286 / 4960	310 / 5010	342 / 5019	370 / 5074	404 / 5083
113 / 4821	138 / 4818	162 / 4875	191 / 4866	215 / 4933	239 / 4987	263 / 4914	287 / 4962	311 / 5012	343 / 5021	371 / 5076	
114 / 4823	139 / 4820	163 / 4877	192 / 4868	216 / 4935	240 / 4985	264 / 4916	288 / 4964	312 / 5014	344 / 5023	372 / 5080	405 / 5085
115 / 4825	140 / 4822	164 / 4879	193 / 4870	217 / 4937	241 / 4983	265 / 4918	289 / 4966	313 / 5016		373 / 5082	406 / 5087
		165 / 4881	194 / 4872	218 / 4939	242 / 4981	266 / 4920	290 / 4968	314 / 5018	345 / 5025	374 / 5084	407 / 5089
116 / 4827	141 / 4824	166 / 4883	195 / 4874	219 / 4941	243 / 4979	267 / 4922	291 / 4970	315 / 5020	346 / 5027	375 / 5086	408 / 5091
117 / 4829	142 / 4826		196 / 4876	220 / 4943	244 / 4977	268 / 4924		316 / 5022	347 / 5029	376 / 5088	409 / 5093
118 / 4833	143 / 4828	167 / 4885					292 / 4972		348 / 5031		410 / 5095
119 / 4835	144 / 4830	168 / 4887	197 / 4878	221 / 4945	245 / 4975	269 / 4926	293 / 4974	317 / 5024	349 / 5033	377 / 5090	
120 / 4837		169 / 4889	198 / 4880	222 / 4947	246 / 4973	270 / 4928	294 / 4976	318 / 5026	350 / 5035	378 / 5092	
121 / 4839	145 / 4832	170 / 4891	199 / 4882	223 / 4949	247 / 4971	271 / 4930		319 / 5028	351 / 5037	379 / 5094	
122 / 4841	146 / 4834	171 / 4893	200 / 4884	224 / 4951	248 / 4969	272 / 4932	295 / 4978	320 / 5030	352 / 5039	380 / 5096	
123 / 4845	147 / 4836		201 / 4886	225 / 4953	249 / 4967	273 / 4934	296 / 4980	321 / 5032		381 / 5098	
		172 / 4895	202 / 4888	226 / 4955	250 / 4965	274 / 4936	297 / 4982	322 / 5034	353 / 5041	382 / 5100	
124 / 4847	148 / 4838	173 / 4897	203 / 4890	227 / 4957	251 / 4963	275 / 4938	298 / 4986	323 / 5036	354 / 5043	383 / 5102	
125 / 4849	149 / 4840		204 / 4892	228 / 4959	252 / 4961	276 / 4940	299 / 4988	324 / 5038	355 / 5045	384 / 5104	
126 / 4851	150 / 4842	174 / 4899					300 / 4990		356 / 5047		
127 / 4853	151 / 4844	175 / 4901						325 / 5040	357 / 5049	385 / 5106	
128 / 4855	152 / 4846	176 / 4903						326 / 5042	358 / 5051	386 / 5108	
		177 / 4905						327 / 5044	359 / 5053	387 / 5110	
		178 / 4907						328 / 5046	360 / 5055	388 / 5112	
		179 / 4909						329 / 5048		389 / 5114	
		180 / 4911						330 / 5050		390 / 5116	
								331 / 5052			
								332 / 5054		391 / 5124	
										392 / 5122	
										393 / 5120	
										394 / 5118	
26	24	28	24	24	24	24	24	32	28	34	16

EVERYONE IS ASSIGNED TWO (2) PARKING SPACES. YOUR ASSIGNED PARKING SPACE IS THE THREE (3) DIGIT NUMBER THAT CORRESPONDS WITH YOUR NEW ADDRESS.
FOR EXAMPLE:IF YOU LIVE AT 4801 ANGELSEY COURT, YOUR ASSIGNED PARKING SPACE NUMBER IS 103. YOU WILL HAVE TWO (2) PARKING SPACES EACH NUMBERED 103.

PLEASE REFER TO THE ESTABLISHED PARKING POLICY AND RULE & REGULATION # 18 FOR MORE INFORMATION ON PARKING RULES & REGULATIONS

IF SOMEONE IS PARKING IN YOUR SPACE YOU MAY HAVE THE VEHICLE TOWED AT THE VEHICLE OWNERS EXPENSE BY CALLING: TRI-STATE TOWING: 609.804.1501

VIOLATION OF COMMUNITY RULES AND REGULATIONS

Rule and Regulation #17 states: All streets and parking spaces are available for the purpose of parking and thoroughfare. Residents and their guests must not interfere with the flow of traffic. Walking should be to the extreme edge of the road.

Rule and Regulation #18 states: Two assigned parking spaces are available to each unit and must be used before unmarked spaces are used. Vehicles must be parked parallel to lines and not on or over lines. Posted towing signs give phone number to have unauthorized vehicles towed at vehicle owner's expense. Parking of vehicles is only permitted within designated parking areas. Parking and/or driving are not permitted in the rear, side of units, common areas or in front of mailboxes. Parking is available to residents and guests only. Speed limit on Oak Crest Drive is 25 MPH and 10 MPH within the Courts. Careless or reckless operation of a motor vehicle is not permitted. All vehicles parked in the community must have current registration, inspection, and insurance and be road ready. Any vehicle failing to meet the above requirements will be towed at vehicle owner's expense.

Rule and Regulation #18(a)- addendum updated May 21, 2009

Due to a limited amount of parking spaces available, it is hereby determined and declared that the abandonment or outside storage of any motor vehicles not currently in use for transportation, whether or not currently licensed or registered, on any public or private property within Oak Crest Estates, is not permitted. Also, such articles so abandoned or stored can create an attractive nuisance. Some such vehicles so abandoned or stored outside deteriorate, causing a deleterious effect on the environment and possible contamination of groundwater. Such articles are unsightly and as such are detrimental to and depreciate the value of property in the neighborhood and effect the entire Community and, further, that said abandoned vehicles constitute a danger to the public health and safety.*

**APPROVED AT THE MAY 21, 2009 BOARD MEETING. EFFECTIVE SEPTEMBER 1, 2009.*

IN OTHER WORDS, YOUR VEHICLE(S) CAN NOT REMAIN IN OAK CREST ESTATES IF YOUR VEHICLE(S) ARE NOT USED ON A REGULAR BASIS. THIS INCLUDES HISTORIC VEHICLES, SEASONAL WORK VEHICLES, VEHICLES FOR SALE, VEHICLES THAT ARE NOT ROAD READY. IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE OAK CREST OFFICE.

Rule and Regulation #19 states: No vehicle maintenance of any type is permitted in the community, other than routine washing, waxing, emergency jump-start and change of flat tire.

Rule and Regulation #23 states: Boats, limos, campers, recreational vehicles, and tractor trailers, 4 axle vehicles, school buses and small utility and boat trailers are prohibited to be parked and/or stored in the community. All tractors (cabs) that attach to trailers are not permitted in the community.

Rule and Regulation #24 states: Permits for driving on common area will be issued by Management Office to workers who must deliver supplies or equipment relating to homeowners need for repairs or supplies.

PARKING POLICY

Parking is by Parking Permit Sticker only, at Oak Crest Estates. All vehicles parked in the community must be registered with the office. A copy of the registration of each vehicle is required in order for a parking sticker to be issued.
If a resident fails to register his vehicle, a dated warning sticker will be placed on the vehicle window advising the owner of the vehicle, that he has seven (7) days to move the vehicle off the premises or comply with the Rules and Regulations by registering the vehicle with the Association office. If a resident fails to register his vehicle within seven (7) days after receiving the warning sticker on his vehicle, a violation letter advising the same will be mailed to the resident if he is the unit owner or to the landlord if he is the tenant (tenant will receive a copy of the violation letter). If the resident fails to comply within seven (7) days a second letter with a warning of a $50 fine if the vehicle is not registered within seven (7) days. If the resident fails to comply within seven (7) days a $100 Fine will be assessed and a letter advising him of the same will be mailed first class and certified. The letter will announce the date the vehicle will be towed and that the "towing is at the vehicle owner's expense". If the vehicle owner can not be identified, the same procedure will be followed using warning stickers.

All vehicles parked in the community must have current registration, inspection, insurance and must be road ready. Any vehicle failing to meet these requirements will be towed at the vehicle owner's expense if the violation has not been cured within seven (7) working days. The vehicle owner will be notified by first class and certified mail.

Owners who are delinquent in their fees and/or fines may lose their parking privileges. Delinquent owners will receive a letter advising that they have ten (10) days to move the vehicle(s) off the premises or agree to either pay in full or enter a payment arrangement with the Association. Notification regarding the towing of their vehicle(s) will be sent certified mail and first class mail along with a LIEN NOTICE.

Association Documents provide for the assessment of fines against owners who fail to cure any violation of the Master Deed or Rules and Regulations after being notified in writing of said violation(s).

**In accordance with the Declaration of Covenants, Conditions and Restrictions of Oak Crest Homeowners Association Article VI, Section 1*
April 15, 2004 – Vehicle Towing for Delinquent Accounts. Motion was made to tow vehicles of delinquent owners. Seconded. All were in favor.
August 5, 2004- Towing vehicles for delinquent accounts was discussed. A written notice was to be presented at the next Board Meeting for approval. Policy begins January 2005. Owners to be notified in newsletters beginning September 2004.
August 19, 2004 – A Towing for Delinquency Policy was discussed and approved. Motion to approve. Seconded. All were in favor.
The towing policy is part of the Rules and Regulations of the Association.
By-Laws / Rules & Regulations:
In Article V, entitled, ***Board of Trustees,*** **Section 12(o), page 26,** *in part*: the Board is empowered *to make and enforce compliance with reasonable rules and regulation relative to the operation, us and occupancy of the common areas in Association facilities, and to amend the same from time to time as when approved by appropriate resolutions shall be binding on the owners and occupants of units, their successors in title and assigns.*
In addition, in **Article XV,** entitled, ***Enforcement of Association By-Laws, Rules and Regulation,*** **Section 1, Section 1 (q), page 36,** "The Association Board of Trustees may take to take disciplinary action against any member of the Association for breach of any By-Law, Rule or Regulation of the Association as provided herein.

STUDENT PARKING

In compliance with Oak Crest High School, and Oak Crest Estates Homeowners Association Policies

Student Parking is not permitted within the Oak Crest Estates property.
If you notice that a student is parking in your court, please contact the office.

Towing

Vehicles may be towed off of Oak Crest Estates Property for any of the following reasons:

- ✓ Student Parking
- ✓ Homeowner/Tenant loss of Parking Privileges due to non-payment of fees*
- ✓ Vehicle(s) not registered for a Parking Permit with the Oak Crest Estates Office**
- ✓ Vehicle(s) parked in another homeowners parking spot with out permission**

*In accordance with the Declaration of Covenants, Conditions and Restrictions of Oak Crest Homeowners Association Article VI, Sectioon 1.
**Rule and Regulation #18, Parking Policy

EXTERIOR OF YOUR HOME

Since 1982, Oak Crest Estates has maintained a "Colonial" type color scheme throughout the community. You can pick up color samples at the office. But it is important that you use only these colors. There are many to choose from.

Please, anything that you would like to do to the outside of your home must be submitted in writing by using the ARCHITECTURAL MODIFICATION APPLICATION FORM.

This form is available at the office. Unfortunately, if ANY Exterior work is completed without submitting the form, the homeowner may receive a fine and work corrected at the homeowners expense.

FRONT AND BACK YARDS

SHRUBS/BUSHES

Please make sure that your shrubbery does not exceed six (6) feet in height and does not obstruct your front windows. If they are over six (6) feet, please cut them back.

PLAY EQUIPMENT, BENCHES, & CHAIRS, TRASH CANS

Should not be kept in the front yard. They should be placed in the back yard.

HOUSE ADDRESS NUMBERS

It is important that your house address numbers are visible and large enough to see from the street. These numbers help **Police, Rescue, and Fire Departments** locate you in an emergency. **Please make sure that your house numbers are at least 4 inches. These numbers must be visible.**

OAKCREST ESTATES ASSOCIATION

ARCHITECTURAL CONTROL REVIEW PROCEDURES AND GUIDELINES

Board of Trustees, Architectural Review Committee, hereafter known as the committee, whereas, the intent of these rules is to provide a review function in order to preserve and enhance the values of the properties and to maintain a harmonious relationship among structures, natural vegetation and topography, and;

WHEREAS, there is a need for the Board of Directors to establish uniform procedures, guidelines and enforcement provisions to implement the architectural and property use restrictions for owners and residents, and;

WHEREAS, the Board of Directors can designate the Architectural Review Committee and Management Agent to perform certain processing and enforcement activities on its behalf under the conditions outlined in this Resolution.

NOW THEREFOR, BE IT RESOLVED that the following administrative procedures, guidelines and rules for the architectural control be adopted:

SECTION ONE: GUIDELINES

A. <u>Building Alterations and Additions and Detached Structures</u>

1. General

   (a) Any addition to an existing building, any exterior alteration, modification or change to an existing building or any new detached structure must have the approval of the Architectural Committee before any work is undertaken. Examples of such projects include a deck, greenhouse, storage shed, fireplace, gazebo, etc.

   (b) Any addition, exterior alteration, modification, or change to an existing building shall be compatible with the design character of the original building. Any new detached structure shall be compatible with the parent structure.

2. Awnings

   (a) Awnings, as a general rule, are not felt to enhance the aesthetic qualities of a community and are therefore discouraged. Exceptional interest on the part of a majority of residents may be considered by the Architectural Committee.

3. Material and Color

   (a) Only the exterior materials existing on the parent structure or compatible with the architectural design character of the community will be approved.

   (b) Exterior color changes will be approved only if the proposed color is in harmony with other existing homes in the community or if the color is similar to the colors originally employed in the community.

   (c) In general, only those areas that are painted may be repainted; only those areas that are stained may be restained; unpainted surfaces and unstained areas such as brick shall remain unpainted and unstained.

4. Roofing and Siding

(a) All roofing and siding must match original colors.
(b) Wood siding, trim and soffit may be covered by vinyl or metal , provided it matches original colors.

B. Fences, Walls and Screens

1. General

(a) Any and all screen or fencing must have the approval of the committee before installation is undertaken.

(b) No fence or screen will be approved if its installation will obstruct sight lines for vehicular traffic or access to entire building row. There must be a 6 foot access path from fence to tree line.

(c) All wood fencing must be stained, not painted on the outside. Vinyl fence must be harmonious in color with the rest of the Community.

(d) All fencing must be predominantly stockade style. Picket, scallop and lattice tops, etc. will be considered. Total fence height cannot exceed 6 feet.

(e) Free standing screens shall not exceed 6' in height.

(f) All rear fencing must have an emergency exit gate.

(g) Every effort will be made by the Architectural Committee to keep all fencing or screening as harmonious as possible with the architectural character of the community.

(h) Walls above grade should be constructed of natural stone masonry or attractive timber. Because retaining walls may alter existing land forms, the design of such walls should be carefully considered to avoid adversely affecting drainage patterns. For the reason approval must be obtained from the Architectural Review Committee.

C. Patios/Decks

1. Patios of any kind (e.h. concrete, brick, flagstone, stone) and all decks must be submitted to the Architectural Review Committee for approval.

2. Second floor level decks must be approved by the Board of Trustees.

3. Enclosed patios will require approval of the Architectural Review Committee.

D. Permanent Barbecues

1. Permanent barbecues of stone or brick will be considered by the Committee.

2. Permanent barbecues should not be a dominant feature on the landscape and should be located so they blend as much as possible with the natural background.

E. Landscaping and Planting

1. Landscaping work and planting in nature, on owner's property in general does not require the approval of the Architectural Committee unless it constitutes a continuous perimeter. The Committee will also require the owner to maintain properly any landscaping.

Shrubbery must conform to maximum six foot (6') height and cannot obstruct front windows.

2. Trees, hedges and shrubs which restrict sight lines for vehicular traffic or access to entire building shall be cut back or removed. There shall be a 6' access path from perimeter landscaping to tree line.

F. Exterior Antennas

1. Exterior antennas will not be permitted as cable connection is available throughout the community.

2. Interior antennas do not require any prior approval of the Committee.

3. Satellite dishes cannot exceed 18 inches in diameter. They must be mounted in rear of unit and below front roof sight line.

G. Play Equipment

1. Temporary children's play equipment such as sandboxes, temporary swimming pools having a depth of less than twenty-four inches (24"), and tents shall not require the approval of the Architectural Committee provided that such equipment is not more than three (3') high and in good repair (including painting). Equipment higher than three feet (3') shall require approval as to design, location, color, materials and use.

2. All children's play equipment must be restricted to rear yard only.

H. Attic Ventilators

1. Attic ventilators or other apparatus requiring penetration of roof should be small in size as functionally possible and should match the roof color. They should be located on the rear side of the roof and not extend above the ridge line. Approval must be obtained by the Committee.

I. Signs

1. No signs of any character including Real Estate signs shall be erected, posted or displayed upon, in or from any property, or common property without the prior consent in writing of the Committee.

2. Real Estate Signs may be displayed in windows only.

J. Miscellaneous

1. No detached flagpoles or banners will be permitted.

2. No dog houses or dog pens are permitted.

3. No clotheslines will be allowed, unless backyard is fenced in and clothes hang below fence line.

4. No through-the-wall air conditioner are permitted. Window air conditioners are permitted May 15 through October 15. All must be maintained.

5. Each owner is expected to follow a good housekeeping policy for his/her property, e.a. bicycles, big-wheels, skateboards, hobby horses, etc. These articles should be stored when not in use.

6. Homeowners should take care of general health and safety hazards on their property such as dead trees, limbs, maintenance of sidewalks and rectify such conditions so that serious damage or injury does not occur to other homeowners or their property.

7. No birdbaths, wishing wells, statues, screen houses, tents, lawn ornaments or permanent benches in the front yard will be permitted.

SECTION TWO: ARCHITECTURAL REVIEW PROCEDURES

A. General Procedures

1. Each unit owner will submit to the Management Agent or other designee his proposal in writing, containing a description of the project, including the height, width, length, size, shape, color, materials and location of the proposed improvement. Photographs or sketches of similar completed projects will aid in the consideration. If the alteration affects the existing drainage pattern, the proposed drainage pattern must be included. The proposal should include a letter describing the proposed addition or alteration. Any project involving perimeter work must include a copy of the property's survey.

2. All requests must be submitted in writing. Oral requests will not be considered.

3. Each alteration or addition must be specifically approved even though the intended alteration or improvement conforms to the adopted guidelines, and even when a similar or substantially identical alteration or addition has been preciously approved.

4. The applicant shall be informed in writing of the decision within 45 days after submission.

5. If a proposal is rejected, the reason(s) for disapproval shall be stated as part of the written decision.

6. The applicant is free to request reconsideration's, if new or additional information which might clarify the request or demonstrate it acceptability can be provided.

7. Copies of all Requests for Review will be filed according to lot number and address along with the written decision and statement of action taken, if any.

B. General Provisions

1. Local Building and Work Permits

   (a) Approval of any project by the Association does not waive the necessity of obtaining the required local permits.

   (b) Obtaining a local permit does not waive the need for Association approval.

2. (a) Construction in accordance with an approved plan or specification must be commenced within three (3) months after such approval, and completed within six (6) months after date of commencement. If not commenced within this time period, then the approval will be considered null and void and a new application must be made. Construction must be completed as approved; any deviation will be considered a violation.

3. Responsibility

(a) The Architectural Review Committee assumes no responsibility for any damage to persons or property within that property resulting from or related to any changes made from that which was originally installed, whether or not such damage has the approval of the Architectural Review Committee, since the Committee cannot control quality of workmanship relative to the change, or errors or omissions of pertinent information on the application.

(b) Unit owner is responsible for any and all damage to persons or property. Such damages must be repaired as soon as possible.

(c) Unit owner is responsible for clean up of all debris from any project.

C. Procedures for Monitoring Architectural Compliance

1. Inspection

(a) The Committee shall inspect properties undergoing improvements at completion and notify the owner in writing of violations, if any.

2. Alleged Violations

(a) The Architectural Committee shall periodically survey the properties for compliance with architectural standard, and report any violation to the Board of Directors or its designee, the Management Agent, who in turn will notify the owner of the alleged violation.

(b) All reports of alleged violations must be submitted in writing to the Committee, Management Agent or other Board designee.

(c) The Chairman of the Architectural Committee will appoint a member (or members) to investigate the allegation. If no violation is discovered, the complainant will be informed in writing. If it appears that there is a violation, the matter will be turned over to the Board of Directors, or its designee, the management Agent, accompanied by a report and recommendations.

(d) The Board of Directors will determine the appropriate disposition of the matter after the validity of the violation has been established.

(e) In all cases, the name of the lot owner(s) responsible for the alleged violation shall be kept confidential.

(f) In all cases, the names for the complainant shall be kept confidential.

(g) The Board of Directors of the Oak Crest Homeowners Association may impose, by Administrative Resolution, fines for non-compliance with these regulations. These fines shall be a charge on the land and shall constitute a continuing lien upon the property against which each file is levied.

EXTERIOR INSPECTION

HOMEOWNERS ARE RESPONSIBLE FOR THE EXTERIOR UP-KEEP OF THEIR HOME AND LOT

Below is an example of the first notice that is sent to an owner whose townhouse is in need of repairs and/or replacement of any of the exterior elements of a home. It is of the utmost importance for all to keep their homes in good repair so that your property value continues to increase as has been the case. Many owners who have sold their townhomes have enjoyed a very decent profit. This is what we want for all the homeowners. If every one does their part in maintaining their own home then the whole community will benefit from it.

FIRST NOTICE

Dear Homeowner:

In order to maintain the integrity of the Oak Crest Community we have inspected the exterior of your townhouse and have found disrepair's. Photos are enclosed. For your convenience, we have also enclosed an ***Architectural Modification Application*** form if applicable. This application would be needed to be completed only when any change from the original color and/or material is desired.

This notice shall serve to inform you that you are in violation of the rules and regulations of Oak Crest Association as indicated. Rule and Regulation #22:

Every owner is responsible for the timely exterior repairs to their unit. No unit is permitted to be left in disrepair as such disrepair may deface or affect the integrity of the community. In the event that any unit is permitted to be left in disrepair, the Association shall have such rights and remedies as provided for in the Declaration, By-Laws and Architectural Control Rules.

We hope that the photos will be an aid in your planning to do the necessary repairs to your home. Not only will you enjoy a more attractive home, you will enhance your own property value which also enhances property value of the entire community. If you have any questions or concerns, please feel free to call the office.

Association Documents provide for the assessment of fines against owners who fail to cure any violation of the Master Deed and Rules and Regulations after being notified in writing of said violation(s). We therefore request you take the appropriate action to cure the violation(s) form by

_____.

Very truly yours,

Manager

cc: Board President

OAK CREST HOMEOWNERS ASSOCIATION
2250 OAK CREST DRIVE
MAYS LANDING, NJ 08330
(609) 625-7442
FAX (609) 625-8811

ARCHITECTURE MODIFICATION APPLICATION

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE OAK CREST OFFICE FOR APPROVAL BEFORE ANY WORK IS DONE ON THE EXTERIOR OF YOUR HOME

Date

Owner
Address

Unit

Dear Board Members

I plan to make the following changes and or additions to the above referenced unit. Plans will be attached if necessary.

I agree to apply for all the proper permits a copy will be supplied to you and I take full responsibility for the construction of the above. Any damage to anyone's property or to common grounds during construction will be restored to the original condition by my funds.

Thank you

Approved by: Date:

_____
Owners Signature

_____
Architectural Committee Chairman

_____
President or Vice President

The application is good for 60 days after approval.
After 60 days a resubmitted form will be required.

cc: Construction Official
Zoning Official

* must be signed by Chairman and President or Vice President

SCHEDULE A

RULES AND REGULATIONS FOR OAK CREST ASSOCIATION

The house Rules and Regulations are the guidelines that set personal behavior standards for each resident of the community. All residents are expected to comply with these rules. The purpose of such rules and regulations is to outline proper conduct for all residents or the use of common property. Failure to abide by these Rules and Regulations may result in the assessment of fines, loss of privileges such as the use of recreational facilities and loss of parking privileges.

1. No owner of a unit shall post or permit to be posted on any part of the common Areas or recreational facilities any advertisements or poster of any kind unless expressly authorized to do so by the Board of Trustees.

2. Owners and occupants of units shall not use or permit the use of their units or areas in any manner which can be considered objectionable, obnoxious or offensive, i.e., noises or behavior and in using or playing or permitting to be used or played musical instruments, radio, phonographs, televisions sets, amplifiers and any other instruments or devise in such manner as may disturb or tend to disturb owners, tenants or occupants of units.

3. No garments, rugs, blankets, sheets, towel or any other articles are permitted to hang or be displayed from windows, balconies, trees, shrubs, decks, fences, railings or facades of any building, unit or common area. Clothes lines will be permitted in fenced in yards, provided the clothes hang below fence line. Clothes hanging from sun up to sun down only.

4. No rugs or other articles shall be dusted, beaten or cleaned from windows or balconies or against any exterior portion of said buildings.

5. No garbage, trash or debris shall be thrown, disposed of or allowed to remain outside of the unit. All trash, other than recyclable, must be stored in covered leak proof receptacles designed for that purpose.

   Recyclable is to be handled according to Township requirements. Storing of receptacles in areas other than the rear of the unit is not permitted. All receptacles must be returned to the rear of each unit on the same day as trash collection.
   Trash and/or recyclabes can not be placed out sooner than 7:00 PM prior to collection. If placed out at any other time or not collected by the trash/recycling contractor (due to resident's non compliance with Township Rules) trash/recyclables will be collected by the Association and the owner of the unit will be charged $25 for the service.
   TRASH CANS – USE ONLY TOWNSHIP ISSUED TRASH CANS
   TRASH IS PICKED UP EVERY MONDAY

THE TOWNSHIP OF HAMILTON HAS PROVIDED EVERY HOME WITH A 96 GALLON WHEELED TRASH BIN SUITABLE FOR AUTOMATED COLLECTION. ***ONLY USE THESE TRASH CANS.*** TRASH CANS MUST BE STORED IN YOUR BACKYARD.
BULK DAY *IS THE FIRST MONDAY OF EACH MONTH.*
CALL THE TOWNSHIP ***(609-625-6311)****TO PICK-UP APPLIANCES AND/OR ANY METAL ITEMS.* ***YARD WASTE*** *IS NOT PICKED UP AT YOUR HOME. YARD WASTE CAN BE PLACED NEATLY NEXT TO THE DUMPSTER AREA THIS INCLUDES CHRISTMAS TREES*

RECYCLING

RECYCLING IS PICKED UP EVERY FRIDAY. PLEASE USE RECYCLING CONTAINERS OR USE YOUR OLD TRASHCAN. RECYCLING STICKERS THAT CAN BE USED FOR YOUR OLD TRASHCAN ARE AVAILABLE AT THE OAK CREST ESTATES OFFICE

6. No furniture, packages or other things of any kind shall be placed or permitted to remain in or on any stairway, walkway, or on any portion of the common areas.

7. All pets must be on a leash. Pets are permitted to be walked on the common areas as long as the residents immediately clean up after their pets. The tying of pets to posts, trees, patios or anywhere outside the unit is prohibited. Pets are not permitted to be kept outside of the unit in any manner.

8. No persons, neither a resident nor a non-resident shall be allowed to solicit, but shall use the mails or post notices on the bulletin board in the recreational area, provided however, that solicitation shall not be made in the name of, or refer to Oak Crest Association without the express written permission of the Board of Trustees.

9. All owners and occupants must abide by the rules and regulations applicable to each and all amenities at Oak Crest Association, i.e., the Clubhouse and Pool.

10. Occupants of units may have outdoor parties attended by other occupants and house guests, if the party spills into common area the Board of Trustees must receive prior notice to avoid conflicts with other planned activities. Parking arrangements must be included.

11. The consumption or use of alcoholic beverages or illegal drugs on the common areas of the community is prohibited.

12. Riding of bikes, mopeds, motorcycles, dirt bikes and otherwise using lawns and common areas for play, where such activity becomes objectionable, obnoxious or offensive to other occupants, or cause damage to the common areas is prohibited.

13. No owner or occupant shall plant or maintain any trees, shrubs, bushes, plants or otherwise landscape any portion of the common areas without written approval from the Board of Trustees.

14. Architectural Control Review Procedures and Guidelines shall become a part of these Rules and Regulations. A written request must be submitted to the Architectural Control Committee for any and all exterior modification, addition, alteration or change".

15. Owners and tenants must keep yard clean and neat at all times. No trash is permitted to accumulate in the yard at any time. Lawns and gardens must be watered and cared for as needed.

16. A. Loitering is not permitted on common area at any time of the day or night.
    B. Curfew is 9:00 PM for children 14 and under and 10:00 PM for children 15 to 17 This curfew is enforced by the Hamilton Township Police Department and by Oak Crest Association. In addition to the fines and penalties, which may be imposed by the municipality, the Association shall have the right to impose fines and penalties not to exceed $100.00 per offense.

17. All streets and parking spaces are available for the purpose of parking and thoroughfare. Resident and their guests must not interfere with the flow of traffic. Walking should be to the extreme edge of the road.

18. Two assigned parking spaces are available to each unit and must be used before unmarked spaces are used. Vehicles must be parked parallel to lines and not on or over lines. Posted towing signs give phone number to have unauthorized vehicles towed at vehicle owner's expense. Parking of vehicles is only permitted within designated parking areas. Parking and/or driving is not permitted in the rear, side of units, common areas or in front of mailboxes. Parking is available to residents and guests only. Speed limit on Oak Crest Drive is 25 MPH and 10 MPH within the Courts. Careless or reckless operation of a motor vehicle is not permitted. All vehicles parked in the community must have current registration, inspection, insurance and be road ready. Any vehicle failing to meet the above requirements will be towed at vehicle owner's expense.

Rule and Regulation #18(a)- addendum updated May 21, 2009

Due to a limited amount of parking spaces available, it is hereby determined and declared that the abandonment or outside storage of any motor vehicles not currently in use for transportation, whether or not currently licensed or registered, on any public or private property within Oak Crest Estates, is not permitted. Also, such articles so abandoned or stored can create an attractive nuisance. Some such vehicles so abandoned or stored outside deteriorate, causing a deleterious effect on the environment and possible contamination of groundwater. Such articles are unsightly and as such are detrimental to and depreciate the value of property in the neighborhood and effect the entire Community and, further, that said abandoned vehicles constitute a danger to the public health and safety.*

**APPROVED AT THE MAY 21, 2009 BOARD MEETING. EFFECTIVE SEPTEMBER 1, 2009.*

IN OTHER WORDS, YOUR VEHICLE(S) CAN NOT REMAIN IN OAK CREST ESTATES IF YOUR VEHICLE(S) ARE NOT USED ON A REGULAR BASIS. THIS INCLUDES HISTORIC VEHICLES, SEASONAL WORK VEHICLES, VEHICLES FOR SALE, VEHICLES THAT ARE NOT ROAD READY. IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE OAK CREST OFFICE.

19. No vehicle maintenance of any type is permitted in the community, other than routine washing and waxing, emergency jump-start and change of flat tire.

20. No yard sales or vending is permitted on or about the individual lot or common areas by owners, tenants and/or guests with Board and Township approval.

21. No fishing or swimming is permitted in the Corwen and Anglesey Court retention basins.

22. Every owner is responsible for the timely exterior repairs to his or her unit. No unit is permitted to be left in disrepair and such disrepair may deface or affect the integrity of the community. In the event that any unit is permitted to be left in disrepair, the Association shall have such rights and remedies as provided for the Declarations, By-Laws and Architectural Control Rules.

23. Boats, limos, campers, recreational vehicles, tractor trailers, 4 axle vehicles, school buses, small utility and boat trailers are prohibited to be parked and/or stored in the community. All tractors (cabs) that attach to trailers are not permitted in the community.

24. Permits for driving on common area will be issued by Management Office to workers who must deliver supplies or equipment relating to homeowners need for repairs or supplies.

25. Leasing Procedures and Guidelines shall become a part of these Rules and Regulations. The Management Office must be notified no less than three (3) days prior to a resident permitting a guest to move into their home for a period longer than thirty (30) days. If a guest is eighteen (18) years or older he/she must submit to a criminal background check. Residents, whose guests will be staying less than thirty (30) day, are requested to inform the Management Office.

26. For the safety of the children they are not permitted to arrive at their school bus stop more than ten (10) minutes prior to pick up. Children must stay within the designated school bus stop area. Kindergarten children must be with a parent or guardian to put them on the school bus and meet them when the Kindergarten child gets off the bus. If a parent or guardian is not there waiting for their Kindergarten child, the child will be returned to the school.

27. All residents, (owners and tenants) must provide the Management Office with a completed "Occupancy Listing" form. All absentee owners must provide the Management Office with a completed "Absentee Owner Information" form. Forms must be updated yearly and/or when any changes occur.

28. Barbecue grills, grilling and outdoor entertaining must take place in the rear of the unit. In addition, lawn furniture must be returned to the rear of the unit when not in use.

Revised 4/21/05 05/21/09

FINE POLICY

The unit owner is assessed a $50 Fine when in receipt of the third "Notice To Cease" for the same Rule and Regulation violation. A fourth violation for the same offense will result in a $100 Fine. An additional $100 Fine will be assessed for each time the same Rule and Regulation is violated.

AUTOMATIC $100 FINES

$100 Fines will be assessed for violation of the following Rules and Regulations:

R&R#7 "All pets must be on a leash. Pets are permitted to be walked on the common areas as long as the residents immediately clean up after their pets. The tying of pets to posts, trees, patios or anywhere outside the unit is prohibited. Pets are not permitted to be kept outside of the unit in any manner".

R&R #14 in part "A written request must be submitted to the Architectural Control Committee for any and all exterior modification, addition, alteration or change".

R&R # 18 in part. "No parking and/or driving is permitted in the rear, side of units, common areas or in front of mail boxes.

R&R # 19 "No vehicle maintenance of any type is permitted in the community, other than routine washing and waxing, emergency jump-start and change of flat tire."

R&R # 25 "Leasing Procedures and Guidelines", shall become a part of these Rules and Regulations." (tenant move in without landlord's notification to the Association etc.)

$100 Fines will also be assessed for the following:

1. Riding bikes, skating or playing on the asphalt courts or sidewalks is not permitted. The asphalt courts are considered thoroughfares and not play areas. Bicycling and skating are restricted to the "Bike Path". (R&R # 12).

2. Children must play in the rear yard. Playing in the front yard is permitted only with adult supervision.

3. Playing in the common areas is not permitted.

4. Vandalism, breaking glass, throwing stones, littering, loitering, sitting on or damaging utility boxes and/or mailboxes or the playing of loud music is not permitted. Automatic $100 fines will also be assessed for curfew violations.

5. Illegal dumping. Anyone who places trash, debris or personal items anywhere on common ground.

TRASH AND RECYCLING

Monday is *Trash Day* and Friday is *Recycling Day*

Township issued trash bins must be used for trash collection. Place trash bins in your own parking space. If someone has placed his or her trash in your parking space it is your responsibility to contact the office to report it. Place trash and /or recycling cans out on the correct collection day and remember to **return cans to the rear of your unit the same day** as collection. Violators will be notified. Subsequent violations will lead to fines.

Bulky Items. Up to four (4) bulky items are collected only on the first Monday of each month. This includes: furniture, mattresses & box springs, televisions, carpet pieces, small amounts of construction debris and other **NON METAL** items.

Metal is collected one Wednesday per month. This includes: appliances, bikes, metal exercise equipment & hangers. The date for metal collection is posted on the front page of every Oak Crest Newsletter. You may also call the office for the next metal pick up date.

Recycling (If you need a recycling bucket call ACUA at 272-6960)

Single Stream Recycling

Atlantic County's recycling program is a single-stream program. Residents can now recycle all paper, cans and bottles together in the same containers without separating.

ACUA residential customers are entitled to one recycling bucket per year.

Residents are asked to recycle all plastic containers with a number 1 through 7.

Please no styrofoam or plastic bags.

For information in Spanish, visit acua.com.

ACUA now collects the following materials curbside:

Bottles, Cans and Plastic Containers

Aluminum / Steel / Tin Cans Empty Aerosol Cans (remove lid)

Glass Containers Empty Paint Cans (remove lid)

Plastic Containers – any plastic container with a number 1 - 7

Please...no plastic cups or utensils

Paper

Paper Bags Newspaper

Computer Paper / Office Paper / Shredded Paper Paperback Books/Hardback books, covers removed

Junk Mail / Envelopes Telephone Books

Magazines / Catalogs Office Paper

Clean Pizza Boxes (made of corrugated cardboard) Egg Cartons, paper onlyCereal/Food Boxes

Cardboard

Corrugated cardboard (wavy material between two cardboard sheets) must be flattened, stacked in bundles & tied with twine.

Unaccepted Items – Except for syringes and other medical waste, most unaccepted items can be disposed of in your regular trash. Please note that bulky, rigid plastic, such as car seats, toys and plastic furniture are accepted through the ACUA's rigid plastic drop-off program.

Paper and Cardboard

Blue Prints Paper Plates, Towels, Tissue, etc. Styrofoam Egg Cartons Waxed Cardboard

Plastics

Cups, Utensils Plastic Toys

(please don't include at curb) Styrofoam

Glass

China / Dishware Mirrors Flower Pots / Trash Cans Window Glass Light Bulbs

Metals

Aluminum Foil Pots and Pans Pie Plates Syringes / Needles Pipes Tire Rims Wire Clothes Hangers Syringes

We're online!

Oak Crest Estates

Visit our web site at:

www.oakcrestestateshoa.com

Features Include:

- Events Calendar
- E-Forms
- E-Mail Bulletins
- Announcements
- Hot Links
- Board and Committee Listings
- Facilities Information
- Yard Sales
  - Documents
- Account History & Information
  - Classifieds

HOMEOWNERS.....
MAKE YOUR PAYMENTS ON-LINE

Check Out
The Latest
Community Happenings

OAK CREST ESTATES HOA

RE: Notice of Rental Requirements

To Residential Rental Unit Owners:

Each member of Oak Crest Homeowners Association desiring to lease their property shall provide the Board of Trustees with documents outlined on the attached checklist. The homeowner has to submit all required documents to the Oak Crest Estates HOA management office 15 days prior to the tenant taking possession of the property.

All Residential Rental Unit Owners must register with the Township of Hamilton prior to leasing their home. Information and forms can be obtained from the townships website, http://www.townshipofhamilton.com/ or in person at the Bureau of Fire Prevention Office 6101 Thirteenth Street, Suite 207 Mays Landing, NJ 08330 or by calling 609-625-1511 Ext. 488.

The Board will provide the homeowner in writing the approval or denial of the proposed tenant in writing. After receipt of an approval, please arrange with your tenants to stop by the office to turn in the Occupancy and Vehicle information (enclosed), and to receive a copy of the Rules and Regulations booklet, parking permits, and pool passes.

Thank you.

Sincerely,

Mark Williams
Property Manager

Cc: Board of Trustees

Attachments: Oak Crest Association; Leasing Procedures and Guidelines
Occupancy Listing Form
Vehicle Registration Form

2250 Oak Crest Drive, Mays Landing, NJ 08330/ 609-625-7442/fax 609-625-8811
Email: oakcrest2@comcast.net Web: www.oakcrestestateshoa.com

OAK CREST ESTATES HOA

LEASING PROCEDURES AND GUIDELINES
RULES AND REGULATIONS

Ordinance #1544-2005 "Establishing Occupancy Limits for Residential Properties" was adopted on September 19, 2005. The Township of Hamilton requires the "Landlord Registration Statement" for the leasing of every unit.

1. Each member of Oak Crest Homeowners Association desiring to lease his or her unit shall provide the Board of Trustees with the following:

   a. _____ The *Criminal, and Tenant/Landlord Court Search of the proposed tenant(s). Criminal checks must be done on everyone 18 years and older that will be occupying the unit. Below list one company that may be used. You must contact them to set up an account.

TenantSafe (800) 498-3200/www.screeningworks.com/www.tenantbackgroundsearch.com

   b. _____ A list of all the persons who will occupy the premises with the proposed tenants(s). (Oak Crest Occupancy Form)

   c. _____ A copy of the proposed form of lease.

   d. _____ signed document stating that the proposed tenant(s) has received, read, understands and agrees to abide by the Association's Rules and Regulations.

2. The Township of Hamilton has adopted Ordinance #1708-2011 on December 5, 2011. This states that the Bureau of Fire Prevention Office is to require and Re-Inspections for all Rental Units within the Township of Hamilton.

   e. _____ Copy of your Residential Rental Unit License (issued by The Township of Hamilton).

   f. _____ A copy of the Township of Hamilton's certificate of smoke detector, carbon monoxide and fire extinguisher compliance. Inspection is required each time occupancy changes.

3. The information to be provided above shall be submitted to the Board of Trustees for Board approval fifteen (15) days prior to the initial date of occupancy for the proposed tenant(s).

4. These Leasing Rules and Regulations shall apply to any and all new proposed tenancies. A lease agreement shall subject the member to any and all remedies available to the Association, including but not necessarily limited to the imposition of fines.

- Criminal background checks must be completed for all proposed residents 18 years or older.

2250 Oak Crest Drive, Mays Landing, NJ 08330/ 609-625-7442/fax 609-625-8811
Email: oakcrest2@comcast.net Web: www.oakcrestestateshoa.com

OAK CREST ESTATES HOA

2014

OCCUPANCY LISTING

It is a requirement of the Oak Crest Homeowners Association that this form be completed by OWNERS and TENANTS and returned to the Management Office. **Rule & Regulation #27 states:** "All residents, (owners and tenants) must provide the Management Office with a completed "Occupancy Listing" form. Forms must be updated yearly and/or when any changes occur". It is the responsibility of the Landlord to either submit his tenant's form or have his tenant submit form.
This information is kept confidential and used by office personnel in case of emergency.

Unit Address _____ parking space/Acct # _____

Is this property going to be used as a rental (YES or NO)_____

FAMILY COMPOSITION
Person(s) Occupying Unit:

Names	Ages
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Household Telephone Number (____) _____-_____ **Cell Phone Number** (____)_____-_____

In case of an emergency contact:

1._____ phone:_____

2._____ phone _____

Please list pets (breed):

1)_____

2) _____

OWNER(S) INFORMATION TO BE COMPLETED BY OWNER OWNER(S) INFORMATION

Name_____ **Social Security #** _____-____-_____ **Military Service** (Yes or No)_____

Name_____ **Social Security #** _____-____-_____ **Military Service** (Yes or No)_____

Household Telephone Number (_____) _____-_____ **Cell Phone Number** (_____) _____-_____

Homeowners Insurance Company _____ **phone:** _____

Place of Employment **email:** _____

1. _____ - _____
Telephone

2. _____ - _____
Telephone

Oak Crest Estates Homeowners Association

Community Parking Permit Vehicle Registration Form

Rule and Regulation #18: "Two assigned parking spaces are available to each unit and must be used before unmarked spaces are used. Vehicles must be parked parallel to lines and not on or over lines. Posted towing signs give phone number to have unauthorized vehicles towed at vehicle owners expense. Parking of vehicles is only permitted within designated parking areas. Parking and/or driving is not permitted in the rear, side of units, common areas or in front of mailboxes. Parking is available to residents and guests only. Speed limit on Oak Crest Drive is 25 MPH and 10 MPH within the Courts. Careless or reckless operation of a motor vehicle is not permitted. All vehicles parked in the community must have current registration, inspection, and insurance and be road ready. Any vehicle failing to meet the above requirements will be towed at vehicle owners expense."

NAME: _____

ADDRESS: _____ **UNIT#:** _____

VEHICLE #1 OAK CREST PARKING PERMIT #_____

Make:	**Model or series:**
Year:	**Color:**
Tag #:	**State:**

VEHICLE #2 OAK CREST PARKING PERMIT #_____

Make:	**Model or series:**
Year:	**Color:**
Tag #:	**State:**

VEHICLE #3 OAK CREST PARKING PERMIT #_____

Make:	**Model or series:**
Year:	**Color:**
Tag #:	**State:**

List additional vehicles (if any) on reverse side of this form.

Oak Crest Estates Homeowners Association

Community Parking Permit Vehicle Registration Form

Rule and Regulation #18: "Two assigned parking spaces are available to each unit and must be used before unmarked spaces are used. Vehicles must be parked parallel to lines and not on or over lines. Posted towing signs give phone number to have unauthorized vehicles towed at vehicle owners expense. Parking of vehicles is only permitted within designated parking areas. Parking and/or driving is not permitted in the rear, side of units, common areas or in front of mailboxes. Parking is available to residents and guests only. Speed limit on Oak Crest Drive is 25 MPH and 10 MPH within the Courts. Careless or reckless operation of a motor vehicle is not permitted. All vehicles parked in the community must have current registration, inspection, and insurance and be road ready. Any vehicle failing to meet the above requirements will be towed at vehicle owners expense."

NAME: _____

ADDRESS: _____ **UNIT#:** _____

VEHICLE #1 OAK CREST PARKING PERMIT #_____

Make:	**Model or series:**
Year:	**Color:**
Tag #:	**State:**

VEHICLE #2 OAK CREST PARKING PERMIT #_____

Make:	**Model or series:**
Year:	**Color:**
Tag #:	**State:**

VEHICLE #3 OAK CREST PARKING PERMIT #_____

Make:	**Model or series:**
Year:	**Color:**
Tag #:	**State:**

List additional vehicles (if any) on reverse side of this form.

OAK CREST ESTATES HOA

2014

OCCUPANCY LISTING

It is a requirement of the Oak Crest Homeowners Association that this form be completed by OWNERS and TENANTS and returned to the Management Office. **Rule & Regulation #27 states**: "All residents, (owners and tenants) must provide the Management Office with a completed "Occupancy Listing" form. Forms must be updated yearly and/or when any changes occur". It is the responsibility of the Landlord to either submit his tenant's form or have his tenant submit form.
This information is kept confidential and used by office personnel in case of emergency.

Unit Address _____ parking space/Acct # _____

Is this property going to be used as a rental (YES or NO)_____

FAMILY COMPOSITION
Person(s) Occupying Unit:

Names	Ages
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Household Telephone Number (____) _____-_____ **Cell Phone Number** (____)_____-_____

In case of an emergency contact:

1._____ phone:_____

2. _____phone _____

Please list pets (breed):

1)_____

2) _____

OWNER(S) INFORMATION TO BE COMPLETED BY OWNER OWNER(S) INFORMATION

Name_____ **Social Security #** _____-____-_____ **Military Service** (Yes or No)_____

Name_____ **Social Security #** _____-____-_____ **Military Service** (Yes or No)_____

Household Telephone Number (_____) _____-_____ **Cell Phone Number** (_____) _____-_____

Homeowners Insurance Company _____ **phone:** _____

Place of Employment **email:** _____

1. _____ - _____
Telephone

2. _____ - _____
Telephone

OAK CREST HOMEOWNERS ASSOCIATION
2250 OAK CREST DRIVE
MAYS LANDING, NEW JERSEY 08330
Office (609) 625-7442 fax (609) 625-8811
www.oakcrestestateshoa.com email:oakcrest2@comcast.net

ACKNOWLEDGE RECEIPT OF NOTICE

Rule and Regulation #14 states the following:

"A written request must be submitted to the Architectural Control Committee for any and all exterior modification, addition, alteration or change"

Prior to doing anything on the exterior of your townhouse or yard, please remember to check with the Management Office first. You may need to submit an "Architectural Modification" form for approval. The Manager will be happy to answer any questions and/or provide you with the form you will need.

_____ _____

Signature date

_____

Address