
WELCOME PACKET

**RIVERWALK at RAHWAY CONDOMINIUM ASSOCIATION
RAHWAY, NEW JERSEY**



WELCOME TO YOUR NEW HOME

The Board of Directors is pleased to assist you in becoming an active and informed member of this community and has had this packet prepared to provide as much information as possible about Riverwalk at Rahway Condominium Association and the community services available to you from the Association and your Management Team.

PREPARED BY THE MANAGING AGENT
Community Manager: Rose Clayton
RMG, REGENCY MANAGEMENT GROUP, INC.
605 Candlewood Commons, Howell, NJ 07731
Phone: 732-364-5900 Fax: 732-905-8606
rclayton@regencymanagementgroup.biz

RIVERWALK at RAHWAY CONDOMINIUM ASSOCIATION RAHWAY, NEW JERSEY

Managing Agent
RMG, Regency Management Group, INC.
605 Candlewood Commons
Howell, NJ 07731
Tel: (732) 364-5900 x220
Fax: (732) 905-8606
rclayton@regencymanagementgroup.biz

HOMEOWNERS GUIDE TABLE OF CONTENTS

ITEM	The following items should be kept for your information and future use.
1.	Letter from Elaine Warga-Murray, PCAM, CEO RMG, REGENCY MANAGEMENT GROUP, INC.
2.	24-Hour Emergency Service Program
3.	Winter Prevention Notice
4.	Community Information
5.	Maintenance Responsibility Chart
6.	Rules & Regulations
7.	Budget Letter, Payment Method Options, Budget, and Budget Notes

THE FOLLOWING FORMS SHOULD BE FILLED OUT IMMEDIATELY, IF APPLICABLE, AND RETURNED TO THE MANAGEMENT OFFICE BY EMAIL, FAX OR REGULAR MAIL.

9. **Census Form**
10. **Confidential Resident Information Form**
11. **Unit Status Form**
12. **Vehicle Registration Form**
13. **Pet Registration Form**
14. **Rental Notification & Lease Addendum Forms**
15. **Property Modification Application Form**



RIVERWALK at RAHWAY CONDOMINIUM Rahway, NJ

Managing Agent:
Regency Management Group, INC.
605 Candlewood Commons
Howell, NJ 07731
(732) 364-5900

Dear Riverwalk at Rahway Condominium Member:

We are very happy to report that your Board of Directors has retained our firm to serve as the Managing Agent of your Association. This Welcome Packet/ Orientation Packet is designed to provide information about the operations of the Association and to explain what the Managing Agent's functions are: *What we are about and how we serve your community.*

Our office is responsible for overseeing the operation of your Association, collecting maintenance fees, paying bills, and monitoring services provided by contractors for community services. Additionally, we have been asked to assist the Board in all administrative details, handling resident and owner correspondence, violations, requests, etc., and the filing of required forms. A periodic *Management Memo/Newsletter* will be provided, approximately four times a year, to assure that all members of the community are kept informed of items addressed by the Board, special projects, and other matters that affect their community.

Our staff accountants assist the Board in reviewing the operating budget of the Association and work with the Board to provide a sound financial plan. Management prepares a pro-forma or recommended BUDGET, which the Board uses as a basis for adopting a financial plan to meet the goals and operational needs of your community.

Your Board takes their fiduciary responsibilities very seriously, and collectively they are doing their best to provide a solid financial base so that the property values and stability of the Association are maintained.

In order to achieve the goals that have been set, the Board needs your cooperation. A number of items are enclosed for your review and action. These forms are designed to assist your Association in ensuring that accurate records are maintained, that you will receive a copy of all community notices, and that your account is properly credited.

Enclosed please find:

1. **Lease Addendum Form** - to be completed and returned if you lease your unit.
2. **Resale Notification Form** - to be completed and returned if you will be selling your unit.
3. **Confidential Resident Data Form** - to be completed as soon as possible and returned to this office. It is advisable to also attach a copy of the last page of your settlement/closing statement and/or lease. If you do not wish to complete some sections or do not have sufficient information, fill in as much as possible and return the form promptly.
4. **Resident Comment Form/Work Ticket Request** - to be used when communicating a concern to the Management Office. Simply send a self-addressed, stamped envelope when requesting extras. All communication should be in writing, and it is suggested that you retain a copy for your records.

The Property Manager assigned to your Association is **Rose Clayton, Ext. 214**, who has much experience and is located in the Howell office. She may be reached at **(732) 364-5900**.

In urgent matters, please contact the management office by telephone, (732) 364-5900. One of our Customer Representatives will assist you. A 24-Hour Emergency Service is available for **Emergencies**. (Please see enclosed sheet entitled "24-Hour Emergency Service Program.")

From time to time, policies and procedures will be developed by the Board, and these will be distributed to everyone on the mailing list. Any questions and/or suggestions should be directed to the Board care of the Management office, and the matter will be included on the agenda for the next meeting.

As the Managing Agent responsible for administrative and operational services, we are dedicated to maintaining quality services in your community. Our staff is comprised of experienced Property Managers, conscientious office personnel, and qualified bookkeepers. We utilize a fully computerized accounting system and adhere to business practices that have been developed over the past ten years serving communities in the field of Community Association Management.

Another very important matter is the collection of your Annual Assessments. You will receive a coupon for October 1, 2019 in order to pay your monthly assessment. Please be sure to use the label provided, along with the coupon, when making your monthly payment to assure proper credit to your account. The address to mail payments to is **Regency Management Group, INC, P. O. Box 98075 Phoenix, AZ 85038-8075.**

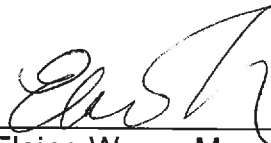
Maintenance Fee Payment checks should be made payable to:
RIVERWALK at RAHWAY CONDOMINIUM

Be sure your address and account number are written on your check. Please note that the payment address is different from our office address:

Correspondence should be sent to the Howell address, and payments are to be mailed to the Phoenix address; which is a Lockbox at Mutual of Omaha.

We thank you for the opportunity to be of service and are confident that in the future your community will continue to benefit from our expertise and constant efforts to manage your Association in a responsible, professional manner.

Very truly yours,
THE REGENCY MANAGEMENT GROUP LLC,

BY: 

Elaine Warga-Murray, **PCAM**
President

**PLEASE COMPLETE AND RETURN VIA EMAIL, FAX OR
REGULAR MAIL ALL APPROPRIATE FORMS.**

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RAHWAY, NEW JERSEY**

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24-HOUR EMERGENCY SERVICE PROGRAM

The Management Office is open Monday through Friday, 9:00 a.m. to 5:00 p.m. to handle all community association business.

After regular business hours, (evenings, weekends, and holidays) calls are automatically transferred to a computerized Answering System. The number to dial, 24 hours per day, is (732) 364-5900. Please listen to the entire message and follow the prompts to the emergency line. PLEASE DO NOT BLOCK CALLS TO YOUR TELEPHONE NUMBER. THE ON CALL MANAGER WILL BE RETURNING YOUR CALL FROM A PRIVATE LINE. Your call will be returned within one (1) hour.

When calling the Management Emergency Answering Service, please help us help you by doing the following:

- Identify your community
- State your name, address and telephone number
- State the nature of the emergency
- Specify if the manager on call must contact you directly
- Do NOT block private numbers from your phone, for a call back.

All emergency calls are responded to within 1 hour. Final repairs, however, are scheduled when practical (i.e., roof leaks cannot be repaired during a storm).

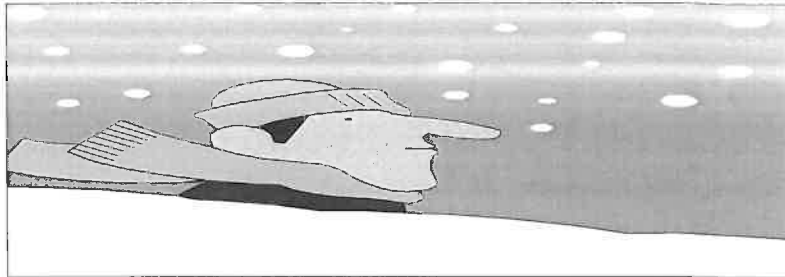
Definition of an Emergency

**An emergency is a situation
Involving imminent danger to property or individuals
and which requires immediate attention.**

RMG, REGENCY MANAGEMENT GROUP, INC.

605 Candlewood Commons, Howell, NJ 07731

Phone 732-364-5900 Fax 732-905-8606



WINTER PREVENTION NOTICE

The following reminders are provided for your convenience. Please keep this notice in a permanent place during the winter. Be sure to follow the recommended steps!

Temperatures that fall below 20 degrees - particularly when accompanied by strong winter winds, dramatically increase the possibility of frozen water pipes and the resulting damage from bursting and flooding. To prevent this financial loss and inconvenience, these guidelines should be followed:

Keep units heated to at least 68 F.

Turn off all outside hose bibs.

Hoses should be disconnected from outside faucets.

At least one inside faucet, preferably more, should also drip lukewarm water, so that both hot and cold pipes are involved.

Pipes under the kitchen sink are particularly vulnerable. Sink cabinet doors should be opened to allow heat from the home to enter.

All faucets should be checked before you retire for the evening and again in the morning.

If you are away for any length of time, a neighbor or relative should be asked to check the pipes.

Close all air vents to outside crawl spaces (if applicable).

Should a faucet freeze, you can thaw an inside faucet easily with a good hair dryer. Outside faucets, however, usually require both the hair dryer and plenty of hot water.

Should a pipe burst, the following steps should be taken immediately:

Water should be shut off at main valve. If the break is in a hot water pipe, the valve on top of the hot water heater should be closed. It is important that you know beforehand the location of water valves.

A plumber must be called. Have telephone number readily available.

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COMMUNITY INFORMATION

Telephone Numbers:

Police (Emergency): 911
Police (Non Emergency): #732-827-2200

Fire Dept. (Emergency): 911
Fire (Non-Emergency): #732-827-2200

Post Office: #800-275-8777
(Mailbox keys from post office)

Municipal Court: #732-827-2039

Library: #732-340-1551

Refuse Collection: #732-827-2159

Public Works: #732-827-2159

Recreation Dept: #732-669-3600

Tax Collector: #732-827-2050

Sewer Dept. Rahway Valley Sewerage Authority #732-388-0868

Board of Education: #732-396-1000

TRASH REMOVAL: SECTION B

Tuesday & Friday for Household trash and Friday is also Bulk Trash

RECYCLING: SECTION B

Wednesday Pick Up

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MAINTENANCE RESPONSIBILITY CHART

#	COMPONENT	ASSOCIATION		HOMEOWNER	
		Maintain	Replace	Maintain	Replace
1.	ROOF & FLASHING	X	X		
2.	GUTTERS	X	X		
3.	SIDING	X	X		
4.	WINDOWS, GLASS, PATIO DOORS, DOORS			X	X
5.	PAINTING- EXTERIOR ONLY	X	X		
6.	EXTERIOR LIGHTING	X	X		
7.	DRIVEWAYS / GARAGES	X	X		
8.	LANDSCAPING- COMMON AREAS	X	X		
9.	SNOW CLEARING ROADS & COMMON SIDEWALKS	X	X		

Maintenance repairs and replacement of all other items which are part of or serve the dwelling exclusively, including but not limited to: the plumbing fixtures and HVAC systems, storm doors, electrical systems and receptacles, breaker boxes, kitchen appliances and equipment and lighting fixtures with in the dwelling and the exterior lighting fixtures that work off of the homeowners electrical service **shall be the homeowner's responsibility and at the homeowner's sole cost expense.**

Rules and Regulations
Riverwalk at Rahway Condo Association

**ARTICLE XVI
ENFORCEMENT OF ASSOCIATION BY-LAWS,
RULES AND REGULATIONS**

SECTION 1. In order to secure compliance with the within By-laws of the Association and the Rules and Regulations as adopted by the Board of Trustees of the Association, the following powers and procedures are hereby granted to the Board of Trustees as additional powers of enforcement of said By-laws, Rules and Regulations:

(a) The Board of Trustees may take disciplinary action against any Member of the Association for breach of any By-law, Rule or Regulation of the Association as provided herein.

(b) Disciplinary action authorized hereunder may consist of any or all of the following:

(i) Suspension of the right to use any of the community facilities operated or managed by the Association for periods not to exceed 30 days for each such breach.

(ii) The imposition of fines in an amount determined by the Board of Trustees to be fair and reasonable.

(c) Prior to any disciplinary action being taken, the Member against whom such action is proposed to be taken, shall be entitled to a hearing before the Board of Trustees. Said hearing shall be held at least 5 days after mailing of written notice of the time and place thereof and the nature of the breach charged against said Member. A Member of the Association shall have the right to appear at said hearing in person and to be represented by counsel and present evidence in his behalf.

(d) At the conclusion of the hearing and in any event not later than 10 days thereafter, the decision of the Board of Trustees shall be rendered in writing a copy to be delivered personally or by certified mail to the Member involved, setting forth the determination of the Board of Trustees with respect to the breach of the By-laws, Rules or Regulations as charged and the disciplinary action to be imposed, if applicable.

(e) In addition to the remedies specified herein, a Member shall be liable to the Association for reasonable attorney's fees incurred in enforcing the By-laws, Rules or Regulations of the Association.

**ARTICLE XVII
PROCEDURES FOR OPEN MEETINGS.**

A. OPEN MEETINGS OF ASSOCIATION

(1) **OPEN MEETINGS.** All meetings of the Board of Trustees of the Association, except conference or working sessions at which no binding votes are to be taken, shall be open to attendance by all Unit Owners.

**SCHEDULE B
RULES AND REGULATIONS**

1. **Use of Units.** No Unit except those Units owned by Grantor and used as sales offices, administrative offices and models, shall be occupied and used for any other purpose by the respective Unit Owners other than as a private residential dwelling for the Unit Owner, his family, tenants and social guests.

2. **Prohibited Vehicles.** No vehicle other than a passenger automobile, pickup trucks with caps, and passenger vans, shall be authorized to park on the Common Elements areas, except in an area or areas, if any, specifically designated by the Board of Trustees for parking or storing any one or more designated types of prohibited vehicles. No motorcycle or bicycles shall be authorized to park on the Common Elements, except motorcycles with flat-based kick plates and bicycles may park in an area or areas, if any, specifically designated by the Board of Trustees. Without limiting the generality of the foregoing, the following "prohibited vehicles" are strictly prohibited to be parked, stored, or to remain on the Common Elements (except in an area or areas, if any, specifically designated by the Association for parking or storing any one or more designated types of prohibited vehicles): abandoned vehicles, disabled vehicles, stored vehicles, boats, boat trailers, campers, trailers of any kind, recreational vehicles, trucks, vehicles primarily used for commercial purposes, and vehicles with commercial writings on their exteriors. Despite the above, trucks and commercial vehicles shall be allowed temporarily on the Common Elements during normal business hours for the purpose of serving any Unit or the Common Elements; provided that no such vehicle shall be authorized to remain on the Common Elements overnight or for any purpose except serving a Unit or the Common Elements.

3. **Animals and Pets.** No animals, livestock or poultry of any kind shall be raised, bred or kept on any part of the Units or Common Elements, except that no more than two (2) dogs, cats, or other usual household pets, not weighing greater than 40 pounds each, may be kept by an Owner in his or her respective Unit, provided that they are not kept, bred, or maintained for any commercial purpose and do not endanger the health or unreasonably disturb the owner or occupants of any other Units. Despite this provision, no pet enclosures or pet runs shall be erected, placed, or permitted to remain on any portion of the Common Elements. All dogs are to be curbed and under leash at all times outside the owner's Unit. The keeping of pets and their ingress, egress, and travel upon the Common Elements shall be subject to such rules and regulations as may be issued by the Association. If a Unit Owner or occupant fails to abide by the rules and regulations and/or covenants applicable to pets, the Association may bar such pet from use or travel upon the Common Elements. The Association may designate areas within the Common Elements for walking dogs and may otherwise prohibit use of the Common Elements by dogs or other pets. The Association may subject ingress, egress, use, or travel upon the Common Elements by pets to a user fee, which may be a general fee for all similarly situated persons or a specific fee imposed for failure of a Unit Owner or occupant to abide by the rules, regulations, and/or covenants applicable to pets. In addition, any pet which endangers the health of any Unit Owner or occupant of a Unit or which creates a health hazard or a nuisance or an unreasonable disturbance, as may be determined in the sole discretion of the Association must be permanently removed from the Condominium Property upon seven (7) days written notice by the

Association. All dogs are to be curbed. Feces are to be immediately removed from the Common Elements by the owner of the animal.

4. **Signs.** Except as reserved for Grantor in the By-laws or Master Deed of the Association, no advertising signs of any kind shall be erected, placed, or permitted to remain on the Condominium Property without the prior written consent of the Association. The Association shall have the right to erect reasonable and appropriate signs.

5. **Rubbish, Trash, and Garbage.** All rubbish, trash, and garbage shall be regularly removed from the Unit and shall not be allowed to accumulate thereon. For so long as trash receptacles are used to facilitate trash, rubbish, and garbage removal, all such trash, rubbish, and garbage shall be placed therein for removal from the Unit. Unit Owners shall comply with all recycling procedures established by the Association and the City of Rahway, as applicable, and shall sort their refuse and utilize the proper receptacles for the sorted refuse. Units Owners and occupants must abide by all recycling laws and ordinances, including but not limited to the City of Rahway Solid Waste and Recyclables Ordinance.

6. **Planting, Gardening and Fences.** No planting or gardening shall be done, and no fences, hedges, or walls shall be erected or maintained upon the Common Elements, except such as have been installed or as approved by the Association. Except for the right of ingress and egress, the Unit Owners are hereby prohibited and restricted from using any of the Common Elements outside of their respective Units, except as may be allowed by the Association. It is expressly acknowledged and agreed by all parties concerned that this paragraph is for the mutual benefit of all Unit Owners in the Condominium and is necessary for the protection of said Unit Owners.

7. **Antennas and Speakers.** No exterior television or radio antennas or speakers or other sound equipment of any sort shall be placed, allowed or maintained upon any portion of the Common Elements except as may be authorized by the Association. The foregoing notwithstanding, the Association shall comply with the provisions of the Telecommunications Act of 1996, and the FCC Regulations promulgated thereunder.

8. **Nuisance.** No Unit Owner or occupant may use or allow the use of the Unit or any portion of the Condominium in any way or for any purpose which may endanger the health or unreasonably annoy or disturb other Unit Owners or occupants of a portion of the Condominium; or in such a way as to constitute, in the sole opinion of the Board of Trustees, a nuisance. Nothing herein, however, shall be construed to affect the rights of an aggrieved homeowner to proceed individually for relief from interference with his property or personal rights.

9. **Unsightly or Unkempt Conditions.** No Unit Owner shall cause or permit any clothes, sheets, blankets or laundry of any kind or other articles to be hung or displayed on the outside windowsills or walls of the Buildings or in any parking areas. In addition, no Unit Owner shall engage in any activity which might tend to cause disorderly, unsightly or unkempt conditions in any part of the Condominium.

10. **Window Coverings.** No window guards or other window treatments or decorations shall be used in or about any Unit except as shall have been approved in writing by the Board, which

approval shall not be unreasonably withheld or delayed.

11. Noise. Owners and occupants of Units shall exercise extreme care to avoid making or permitting to be made, loud or objectionable noises, and in using or playing, or permitting to be used or played, musical instruments, radios, phonographs, television sets, amplifiers, and any other instrument or device in such manner as may disturb or tend to disturb Unit Owners, tenants or other occupants of Units.

12. Obstruction of Common Elements. No furniture, packages, bicycles, baby carriages, or other things of any kind shall be placed or permitted to remain in or on any stairways, hallways, walkways or in any other portion of the Common Elements.

13. Alterations. No Unit Owner or occupant shall make any structural alteration in the interior or on the exterior of such Unit or install or permit to be installed any wiring for electrical, telephone, radio, television, air conditioning or other equipment, machines or devices either within or extending through any wall or outside of his Unit, without first obtaining express written authority therefore from the Board of Trustees and then, only in accordance with specifications approved by the Trustees, utilizing written application forms approved by the Association.

14. Mailboxes. No mailboxes may be installed on or around the exterior of any Unit or on the Common Elements, except as may be initially constructed by the Sponsor, or as permitted with the written permission of the Association.

15. Decorations. No decorations, including holiday decorations, may be affixed to the Common Elements or exterior of the Units except on the front doors and interior of windows of the Unit.

16. Attic. No Unit Owner or occupant may use the attic for any purpose whatsoever, except as expressly provided in the Master Deed.

Riverwalk at Rahway Condo Association
Based on 86 Units
2019 Budget

	2018		2018		Total	2018 Budget	Variance	2019 Budget
	Actual 10 Months	Actual 2 Months	Actual 10 Months	Actual 2 Months				
INCOME								
Assessment Income	303,580.00	60,716.00	364,296.00	364,296.00	0.00	364,296.00	0.00	364,296.00
Working Capital Income	7,766.00	0.00	7,766.00	0.00	(7,766.00)	8,000.00	(7,766.00)	8,000.00
Late Fee Income	2,625.00	525.00	3,150.00	2,600.00	(550.00)	3,150.00	(550.00)	3,150.00
Legal Fees Reimbursement	1,660.70	1,740.00	3,400.70	3,000.00	(400.70)	3,500.00	(400.70)	3,500.00
Misc. Owner Income	700.00	0.00	700.00	0.00	(700.00)	1,000.00	(700.00)	1,000.00
Membership Fees	2,100.00	0.00	2,100.00	0.00	(2,100.00)	3,000.00	(2,100.00)	3,000.00
Interest Income	331.13	66.23	397.36	200.00	(197.36)	542.20	(197.36)	542.20
TOTAL INCOME	318,762.83	63,047.23	381,810.06	370,096.00	(11,714.06)	383,488.20	(11,714.06)	383,488.20

EXPENSES

General & Administrative

Management Fees	15,589.05	3,117.81	18,706.86	18,771.75	64.89	19,096.20
Annual Report	0.00	150.00	150.00	150.00	0.00	150.00
Audit Fees	3,050.00	0.00	3,050.00	3,050.00	0.00	3,050.00
Engineering - Reserve Study	0.00	0.00	0.00	1,500.00	1,500.00	0.00
Legal Fees	3,098.44	619.69	3,718.13	13,000.00	9,281.87	9,500.00
Bank Charges	70.00	30.00	100.00	0.00	(100.00)	100.00
Postage & Mail	400.00	80.00	480.00	480.00	0.00	500.00
Insurance - General Liability	48,001.00	0.00	48,001.00	46,000.00	(2,001.00)	48,000.00
Insurance - D & O	0.00	1,700.00	1,700.00	1,700.00	0.00	1,700.00
Insurance - Flood	25,427.06	25,427.06	50,854.12	54,000.00	3,145.88	51,000.00
Insurance - Workers Comp	1,106.00	0.00	1,106.00	1,100.00	(6.00)	1,106.00
Insurance - Umbrella	0.00	1,810.00	1,810.00	1,600.00	(210.00)	1,810.00
Licenses & Fees	0.00	0.00	0.00	500.00	500.00	0.00
Office Expenses	3,215.30	643.06	3,858.36	3,500.00	(358.36)	4,000.00
Loan Payment	8,422.54	1,684.51	10,107.05	10,108.00	0.95	10,108.00
Bad Debt Expense	28,240.00	5,648.00	33,888.00	33,888.00	0.00	33,888.00
TOTAL General & Administrative	136,619.39	40,910.13	177,529.52	189,347.75	11,818.23	184,008.20

Utilities

Electricity	9,042.72	1,808.54	10,851.26	12,000.00	1,148.74	11,000.00
Water	6,475.00	1,295.00	7,770.00	7,500.00	(270.00)	8,000.00
TOTAL Utilities	15,517.72	3,103.54	18,621.26	19,500.00	878.74	19,000.00

Site Improvement

Landscaping	33,055.00	8,328.58	41,383.58	25,000.00	(16,383.58)	42,000.00
Landscaping Projects	4,590.21	0.00	4,590.21	12,248.25	7,658.04	6,000.00
Building Supplies	0.00	0.00	0.00	250.00	250.00	0.00
General Maintenance & Repair	24,585.55	4,917.11	29,502.66	15,000.00	(14,502.66)	20,000.00
Trash Removal	11,975.00	2,395.00	14,370.00	13,000.00	(1,370.00)	12,480.00
Extermination	0.00	0.00	0.00	750.00	750.00	0.00
Snow Removal	53,733.68	10,746.74	64,480.42	40,000.00	(24,480.42)	45,000.00
TOTAL Site Improvement	127,939.44	26,387.43	154,326.87	106,248.25	(48,078.62)	125,480.00

Reserves & Capital Improvements

Replacement Reserves	45,833.30	9,166.66	54,999.96	55,000.00	0.04	55,000.00
TOTAL Reserves & Capital Improvement	45,833.30	9,166.66	54,999.96	55,000.00	0.04	55,000.00
Total Expenses	325,909.85	79,567.76	405,477.61	370,096.00	(35,381.61)	383,488.20
Net Income/(Loss)	(7,147.02)	(16,520.53)	(23,667.55)	0.00	23,667.55	0.00

CENSUS FORM

Please assist the Association in maintaining accurate records for your home.

MAILING ADDRESS:

**Riverwalk at Rahway Condominium Association
c/o RMG, Regency Management Group, Inc.
605 Candlewood Commons
Howell, NJ 07731**

FAX: 732-905-8606 or RCLAYTON@REGENCYMANAGEMENTGROUP.BIZ

UNIT ADDRESS: _____

OWNER(S) NAME:(S)

BILLING ADDRESS IF DIFFERENT THAN HOME ADDRESS:

OWNER HOME PHONE:

OWNER WORK PHONE;

OWNER CELL PHONE:

EMAIL ADDRESS NO. 1:

EMERGENCY CONTACT NAME & NO &
RELATIONHSHIP.

OWNER SOCIAL SECURITY NUMBER

EMAIL ADDRESS NO. 2:

B

**RESIDENT INFORMATION – LIST ALL OCCUPANTS – INDICATE IF CHILD OR ADULT.
TO BE COMPLETED ONLY IF UNIT IS OWNER OCCUPIED. RENTERS TO COMPLETE SECTION "C" BELOW**

NAME	ADULT	CHILD	HOME PHONE NUMBER	WORK PHONE NUMBER:	CELL PHONE NUMBER

-OVER-



TENANT INFORMATION IF UNIT IS RENTED. Information on all non-owner occupied units must be provided.

COPY OF LEASE MUST BE SUPPLIED & COMPLETED LEASE RIDER ENCLOSED TO BE COMPLETED.

LEASE BEGINS _____ LEASE ENDS _____

NAME	HOME PHONE NUMBER	WORK PHONE NUMBER:	CELL PHONE NUMBER

FOR RENTED UNITS ONLY

Owner statement:

I hereby certify that I have informed the above identified tenant that the Association is a legally registered and operating Condominium Association governed by the laws of the State of New Jersey and by separate Bylaws and Rules and Regulations and that by signing the lease they are obligated to comply with those requirements.

Unit Owner Signature: _____ Date: _____

Renter statement:

I hereby certify that I have been informed of and understand the Bylaws and Rules and Regulations of the Association.

Renter signature: _____ Date: _____

Renter signature: _____ Date: _____

**RIVERWALK at RAHWAY CONDOMINIUM ASSOCIATION
RAHWAY, NEW JERSEY**

Managing Agent
RMG, Regency Management Group, INC.
605 Candlewood Commons
Howell, NJ 07731
Tel: (732) 364-5900 x220
Fax: (732) 905-8606
rclayton@regencymanagementgroup.biz

CONFIDENTIAL RESIDENT INFORMATION

Please assist the Association in maintaining accurate records for your home. Since the information that you provide will be used to compute assessment credits, charges and adjustments, it is important that this form is updated on a yearly basis or any time there is a substantial change in any of the data. The management office will maintain all records on behalf of the Association and only changes submitted in writing will be considered valid.

OWNER(S) OF RECORD: _____ DATE: _____

OTHER MEMBERS OF HOUSEHOLD: _____

CLOSING DATE: _____

ADDRESS OF UNIT: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: (C) _____ (H) _____ (W) _____

Name and Phone # of PERSON TO CONTACT IN AN EMERGENCY:

TENANT NAME: _____ DATE OF LEASE: _____

DATE OF COPY OF LEASE SENT TO MANAGEMENT OFFICE : _____

ARE YOU INTERESTED IN SERVING ON THE ASSOCIATION BOARD: Yes _____ NO _____

LIST ANY OTHER INFORMATION YOU WOULD LIKE MANAGEMENT TO MAINTAIN ON FILE: _____

PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE AS SOON AS POSSIBLE BY EMAIL, FAX, OR REGULAR MAIL.

PLEASE MARK HOW YOU WOULD LIKE TO BE NOTIFIED:

_____ REGULAR MAIL _____ TEXT _____ HOME PHONE _____

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UNIT STATUS FORM

The unit located at:

in the Riverwalk at Rahway Condominium Association is currently occupied by:

- Myself
- A Relative (identify relationship)
- A tenant (complete Lease Addendum
and Rental Notification Forms)
- The unit is vacant

Name of Owner

Signature of Owner

Address of Owner

Date

If the tenant has not changed and a Lease Addendum Form is already on file with the Management Office, please return this form with a copy of the current lease (no fee required).

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VEHICLE REGISTRATION FORM - 2019

NAME AND ADDRESS OF OWNER(S)

PHONE: Cell _____
Other _____

NAME OF RESIDENT(S) AND UNIT NUMBER

DESCRIPTION OF VEHICLE(S):

(Make, Model, Year, Color)	DRIVER NAME(S)	LICENSE PLATE(S)
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE, AND I AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE COMMUNITY, INCLUDING THE PARKING REGULATION(S) AS FOLLOWS:

ALL VEHICLES MUST HAVE A CURRENT INSPECTION STICKER AND VALID REGISTRATION AND INSURANCE.

CERTIFIED BY:

SIGNATURE

UNIT NUMBER

DATE

RECEIVED BY: COMMUNITY MANAGER SIGNATURE

DATE

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PET REGISTRATION FORM

OWNER'S NAME: _____

ADDRESS: _____

CELL: _____ **HOME:** _____ **WORK:** _____

NAME OF RESIDENT: _____

DOG: BREED: _____

WEIGHT: _____

COLOR: _____

NAME: _____

CAT: BREED: _____

WEIGHT: _____

COLOR: _____

NAME: _____

OTHER:(ie:, Exotic Birds) _____

PLEASE FURNISH PROOF OF LICENSING, A PHOTO COPY WILL BE ACCEPTED.

THE WEIGHT LIMITATION ON DOGS IS NOT TO EXCEED FIFTEEN (15) POUNDS.

Signature

Date

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RENTAL NOTIFICATION - LEASE ADDENDUM

THIS FORM MUST BE FILED WITH THE ASSOCIATION A MINIMUM OF TWO WEEKS IN ADVANCE OF A SCHEDULED LEASING OF YOUR HOME. **A PROCESSING FEE OF \$50.00 MADE PAYABLE TO REGENCY MANAGEMENT GROUP MUST ALSO BE INCLUDED. THIS FEE INCLUDES ALL MATERIALS TO BE SENT TO TENANTS, DATA ENTRY, AND BACK OFFICE PROCESSING.**

RENTAL NOTIFICATION

In accordance with the Covenants, Conditions and Restrictions, and Master Deed and By-laws of this Association, notice must be given to the Association of any leases. Leases may not be for a period less than 180, days and the owner remains responsible for assessments, violations, and compliance with Community guidelines for the unit.

The Lease Addendum on the back of this form **MUST** be completed, signed by the unit owner, tenant, and an authorized representative of the Association and shall be made part of any lease involving a unit within the Community.

A copy of this notification form, the lease, and the addendum must be filed with the Association office.

Date: _____

I (we) are the legal owner(s) of record of the property located at _____ and members in good standing of the Beacon Place Condominium Association. I (we) hereby notify the Association that a lease will be executed between ourselves and the parties listed below in accordance with the By-laws and Rules and Regulations of this Association.

Signature of Owner(s) Date

Name of Tenant: _____

Current Address: _____

Mailing Address of Owner: _____

Phone Number of Owner: (C) _____ (H) _____ (W) _____

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LEASE ADDENDUM

Address of Unit to be Leased: _____
 Lease Starting Date: _____ Termination Date: _____
 Current Owner(s) Name(s): _____
 Mailing Address of Owner: _____
 Phone (C) _____ (H) _____ (W) _____
 Emergency Contact: _____
 Tenant(s) Name: _____
 Address: _____
 Phone: (C) _____ (H) _____ (W) _____
 Emergency Contact: _____

1. This Lease Addendum must be completed, signed by the owner of record, the tenant and an authorized representative of the Association and shall be attached to and made part of any lease involving a home in the property of the Association. The original rider and a copy of the Certificate of Occupancy shall be filed with the Association at the Management Office prior to the tenant taking occupancy. The unit owner and tenant should also retain copies.

2. The tenant shall be responsible for following all of the rules, regulations and restrictions of the Association contained in the Master Deed, By-laws and documents of the Association. It is the unit owner's responsibility to inform the tenant of the policies and procedures of this community. (Copies of the Homeowner's Guide may be purchased through the Management Office).

3. The owner of record acknowledges that he/she/they will be responsible at all times for the Association assessments, fees and fines that may be levied against this unit. (Notwithstanding any previous agreement between owner and tenant allowing the owner to hold the tenant liable.)

Tenant Signature	Date	Owner Signature	Date
------------------	------	-----------------	------

Tenant Signature	Date	Owner Signature	Date
------------------	------	-----------------	------

Received and filed on _____ Date By _____ Association Representative

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PROPERTY MODIFICATION APPLICATION

APPLICATION DATE: _____

OWNER(S) NAME: _____

ADDRESS: _____ PHONE NUMBER: _____

The undersigned hereby applies for approval to make property modifications to the Unit # _____ or appurtenant limited common areas _____ or exterior area located at _____ within the Association.

I/We authorize and represent the following:

1. I/We are the lawful owners of the premises.
2. I/We do hereby authorize the Covenants Committee, the Board of Directors or their designee to inspect the premises concerning this application, upon reasonable notice and reasonable hours.
3. I/We agree to abide by all the terms and conditions of the approval procedures, the Declaration of Covenants, Conditions, and Restriction, the By-laws, and Rules and Regulations of the Association as they apply to this application. We also authorize the Board to employ, engage, or hire any professional consulting entity that they deem reasonably necessary to properly review this application, the cost of which will be charged to us provided that there is prior notification and agreement is received from us.

Narrative description of Modification: _____

Where appropriate attach: Manufacturer's brochure, photo of property scale drawing, rendering of modification, name of contractor, building permit, filing fee, certificate of insurance from contractor, and specifications for materials.

Signature of Owner(s) Date