

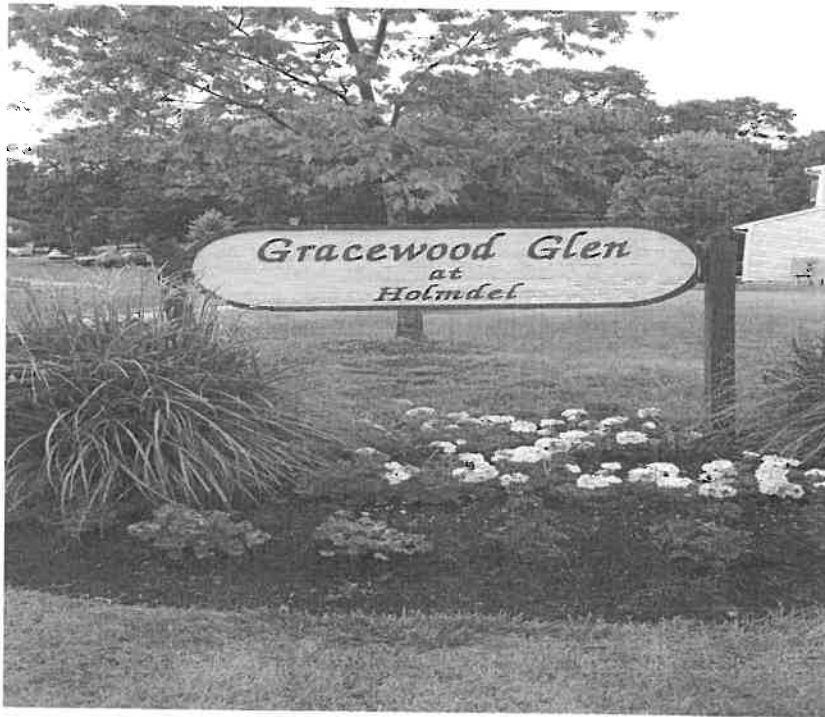
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# WELCOME PACKET

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**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION  
HOLMDEL, NEW JERSEY**

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## **WELCOME TO YOUR NEW HOME**

**The Board of Trustees 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 Gracewood Glen, and the community services available to you from the Association and your Management Team.**

**PREPARED BY THE MANAGING AGENT  
RMG, REGENCY MANAGEMENT GROUP, INC.  
605 Candlewood Commons  
Howell, NJ 07731**

**Phone: (732) 364-5900 Fax: (732) 905-8606  
Holly Foley, Community Manager  
hfoley@regencymanagementgroup.biz**

# **FOR YOUR INFORMATION**

The following items should be reviewed and kept with the other important documents related to the purchase or rental of your home, so you may refer to them when necessary. The enclosed documents include information procedures to follow during an emergency, services and service providers, and general information about your Association.

1. Welcome Letter
2. 24 Hour Emergency Service Program
3. Maintenance Payment Procedures
4. Winter Prevention Notice
5. Rules & Regulations
6. Current Budget & Letter

**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION  
HOLMDEL NJ**

**Managing Agent**  
**RMG, Regency Management Group, INC.**  
Professional Management  
P.O. Box 588  
Howell, NJ 07731  
Ph: (732) 364-5900 x 220  
Fax: (732) 905-8606  
[hfoley@regencymanagementgroup.biz](mailto:hfoley@regencymanagementgroup.biz)

**DEAR GRACEWOOD GLEN ASSOCIATION MEMBER:**

This introduction letter 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, work order requests, etc., and the filing of required forms. A periodic Management Memo/Newsletter and/or information postcard will be provided, to assure that all members of the community are kept informed of items addressed by the Board, special projects, and other matters that affect your 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.

The Property Manager assigned to your Association is **Holly Foley**, located in our Howell office, 605 Candlewood Commons in Howell, NJ. She may be reached at **(732) 364-5900 ext. 220 and by email [hfoley@regencymanagementgroup.biz](mailto:hfoley@regencymanagementgroup.biz)**

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 in c/o the management office, and the matter will be included on the agenda for the next meeting.

As the managing agent, we are 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 nineteen years serving communities in the field of Community Association Management.

**Another very important matter is the collection of your Monthly Maintenance Fees.** We will be sending computer scannable coupons and envelopes for payment of your monthly assessments. Please be sure to use the envelope provided, along with the coupon, when making your monthly payment to assure proper credit to your account.

**Please make your payments as follows:**

- a. Make check payable to the Gracewood Glen Condominium Association.**
- b. Be sure your address and account number are written on your check.**
- c. Mail your check to:**

**Gracewood Glen Condominium Association  
C/O REGENCY MANAGEMENT GROUP, Inc.  
P.O. Box 98075  
Phoenix, AZ 85038-8075**

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,  
**RMG, REGENCY MANAGEMENT GROUP, INC.**

BY: \_\_\_\_\_

Elaine Warga-Murray, PCAM  
President

**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION  
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**24-HOUR EMERGENCY SERVICE PROGRAM**

The management office is open Monday through Friday, 9:00AM to 5:00PM 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. You have the option of leaving a message in the Emergency Mailbox (by dialing 5) or dialing an outside number to reach a live answering service. Either method will result in the **Manager On-Call** being contacted. Your call will be returned within one hour.

When calling the management emergency answering service, please help us, help you, by doing the following:

1. Identify your community
2. State your name, address and telephone number
3. State the nature of the emergency
4. Specify if the manager on call must contact you directly

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

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**Definition of an Emergency**

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

# GRACEWOOD GLEN CONDOMINIUM ASSOCIATION HOLMDEL NJ

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## Maintenance Payment Procedures

1. Monthly maintenance fee payments are due to the Association on the 1st of each month. Upon notification of your closing to RMG, Regency Management Group, Inc., payment coupons will be printed and mailed to you. If you do not receive coupons, please call the office at (732) 364-5900. Non-receipt of these coupons will in no way relieve you of your obligation to the Association to pay your monthly assessment.

## Collection Procedures for Non-Payment of Maintenance Fees

2. All maintenance accounts which are not paid within fifteen (15) days of becoming due shall be issued a **Late Notice** and assessed a late fee equal to 20% of the current maintenance fee. A late fee will continue to be assessed monthly until the account is made current.
3. All maintenance accounts which are past-due for sixty days or more shall be issued a **Final Notice**. If no reply is received within ten (10) days of receipt of this notice by the homeowner, the account is referred to the Association's legal counsel. A fee of Seventy-Five (\$75) Dollars is assessed against the unit for the preparation of a Statement of Account for the Attorney.
4. All maintenance accounts referred to the Association's Legal Counsel are issued a legal demand letter. The cost of this letter, anywhere from \$75 to \$195, will be assessed against the unit.
5. All maintenance accounts which do not respond to the Attorney's demand letter shall be prosecuted to the fullest extent permitted by law. Said action will include, but is not limited to, the filing of an assessment lien against the property, the institution of legal action to enforce said lien, and proceedings to execute upon the personal assets of the delinquent party. All monies spent by the Association for legal fees and administrative costs will be posted to the homeowner's account as due and payable.
6. In lieu of the foregoing collection procedure, a delinquent homeowner may request a payment plan from the Association. The plan will include the payment of the monthly maintenance payment plus an additional amount, agreeable to both parties, to be paid and credited toward arrears. Payment plan approval is at the sole discretion of the Association's Board. Any default in the payment plan will result in immediate legal action as set forth above.
7. After 60 days, once a homeowner account has been turned over to collections, the Association will move forward with the proceedings to disconnect utility service pursuant to By-Laws, Article VI, section 9.1. Each unit owner in arrears will receive three written notices. If payment or payment plan has been agreed upon, the Association will disconnect utility service without any further communication.

# RMG, Regency Management Group, Inc.

PROFESSIONAL MANAGEMENT SERVICES

P.O. Box 588

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 60 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,
- ▶ 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.

## ARTICLE VIII

### RULES AND RESTRICTIONS

All Owners, as well as guests, residents, occupants, leasees, etc., in addition to any other obligation, duty, right and limitation imposed upon them by this Master Deed and Declaration of Covenants and Restrictions, the Certificate of Incorporation, By-Laws of the Association, and Rules and Regulations that may be promulgated by the Association, shall be subject to and agree to abide by the following restrictive covenants, which shall be applicable to all Unit Owners, occupants, guests, invitees, tenants, residents, and lessees, etc.:

Section 1. No Unit shall be used for any purpose other than as and for a single-family residence or dwelling; no garage shall be converted to any other use and the number of bedrooms in each Unit shall not be changed.

Section 2. No exterior radio, television or electronic antenna or aerial shall be erected, maintained or operated, and the erection, maintenance or operation of any of the same is prohibited.

Section 3. No signs of any nature whatsoever shall be erected or displayed upon any of the Property. Excepted from this provision are signs used by the Grantor during the construction and sales period.

Section 4. No clothing, bedding, or other similar items shall be dried or aired in any outdoor area.

Section 5. No animals, livestock, or poultry of any kind shall be raised, bred or kept in any Unit, except that dogs, cats or other common household pets may be kept provided they are



not kept, bred, or maintained for any commercial purpose. There shall be no more than two common household pets in the aggregate in any Unit.

Section 6. No mailboxes may be installed on or around the exterior of any Unit or on the Common Elements except those installed as part of the initial construction.

Section 7. 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.

Section 8. The exterior color of any Unit, including the doors, may not be changed.

Section 9. The pursuit of hobbies or other activities, including specifically, without limiting the generality of the foregoing, the assembly and disassembly of motor vehicles and other mechanical devices, which might tend to cause disorderly, unsightly, or unkempt conditions, shall not be pursued or undertaken on any part of the Property.

Section 10. The parking or storage of automobiles except upon paved areas is prohibited. The overnight parking or storage of trucks or commercial vehicles is prohibited. The parking or storage of camping vehicles, boats, and boat trailers upon any of the properties is prohibited.

Section 11. No structure of a temporary character, including, but not limited to, trailers, shall be used on the Property at any time as a residence either temporarily or permanently.

Section 12. Refuse shall only be kept in sanitary containers. The storage or collection of rubbish of any character whatsoever or of any material that emits foul or obnoxious odors, the growing of any noxious weed or other natural substance, is prohibited.

Section 13. All sporting equipment, toys, and other outdoor equipment and supplies shall be stored within the Unit.

Section 14. No Owner, (except Grantor) member, guest, lessee, resident, occupant, invitee, etc., shall commence any digging or earth moving or regrading.

Section 15. Nothing herein shall be construed to prohibit the reasonable adaptation of any Unit for handicapped use.

## ARTICLE IX

### INSURANCE

Section 1. Maintenance of Insurance. Each Unit Owner is required to maintain individual insurance policies covering his/her unit against the perils of fire, extended coverage, vandalism and malicious mischief, with all risk endorsement to cover minimum of the entire replacement cost of the Unit. The Owner shall pay the cost for this insurance coverage.

The Association shall provide public liability insurance covering the Common Elements in such amounts as may be determined at the discretion of the Board of Trustees from time to time. The Association shall also provide workmen's compensation insurance and fidelity bonds for such officers and employees and in such amounts as is determined necessary by the Board of Trustees.

## ARTICLE X

### EASEMENTS

Section 1. General Utility Easements. All individual lots, Common Elements, and public roads shall each be subject to the rights of the Grantor, the Association, and/or their assigns, to an easement hereby reserved on, under, through, and over said Lots, Common Elements, and public roads for the purpose of installation, maintenance, repair and replacement of drainage sanitary sewers, water, gas, electric, telephone, fuel oil, and any other utilities and appurtenances,

GRACEWOOD GLEN  
2019 APPROVED BUDGET  
BASED ON 44 UNITS

G/L #	2018 APPROVED BUDGET	2018 MONTHLY PER UNIT COST	2019 APPROVED BUDGET	2019 MONTHLY PER UNIT COST
<b>INCOME</b>				
4001 MAINTENANCE FEES	129,360	245.00	166,320	315.00
4160 LATE FEES	1,500	2.84	2,000	3.79
4350 INVESTMENTS - CAPITAL RESERVE INTEREST	150	0.28	250	0.47
4351 INVESTMENTS - DEFER RESERVE INTEREST	(150)	(0.28)	(250)	(0.47)
4421 CAPITAL CONTRIBUTIONS	1,000	1.89	1,200	2.27
4220 LEGAL FEES BILLED	1,000	1.89	1,000	1.89
4999 PRIOR YEAR (DEFICIT)	(3,000)	(5.68)	(12,009)	(22.74)
<b>TOTAL INCOME</b>	<b>129,860</b>	<b>245.95</b>	<b>158,511</b>	<b>300.21</b>
<b>INSURANCE EXPENSES</b>				
5000 INSURANCE	30,000	56.82	24,000	45.45
<b>TOTAL INSURANCE EXPENSES</b>	<b>30,000</b>	<b>56.82</b>	<b>24,000</b>	<b>45.45</b>
<b>ADMINISTRATIVE EXPENSES</b>				
5070 POSTAGE	150	0.28	150	0.28
5090 PHOTOCOPIES	528	1.00	528	1.00
5200 AUDIT EXPENSE	2,100	3.98	2,250	4.26
5210 LEGAL EXPENSE	3,000	5.68	1,500	2.84
5280 NJ ANNUAL REPORT	25	0.05	25	0.05
5290 MANAGEMENT FEES	14,200	26.89	14,200	26.89
5320 BAD DEBT	0	0.00	3,000	5.68
5430 STORAGE	44	0.08	44	0.08
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>20,047</b>	<b>37.97</b>	<b>21,697</b>	<b>41.09</b>
<b>OPERATING EXPENSES</b>				
6070 LAWN CARE CONTRACT	14,000	26.52	14,000	26.52
6079 LANDSCAPE REPAIRS	1,000	1.89	2,500	4.73
6130 TRASH REMOVAL	8,060	15.27	11,300	21.40
6220 GENERAL REPAIRS AND MAINTENANCE	8,000	15.15	6,000	11.36
6290 EXTERMINATING	750	1.42	1,000	1.89
6172 IRRIGATION CONTRACT	1,000	1.89	1,000	1.89
6173 IRRIGATION REPAIRS AND MAINTENANCE	2,000	3.79	1,000	1.89
6150 SNOW REMOVAL	10,223	19.36	10,234	19.38
<b>TOTAL OPERATING EXPENSES</b>	<b>45,033</b>	<b>85.29</b>	<b>47,034</b>	<b>89.08</b>
<b>UTILITIES</b>				
7510 ELECTRIC	1,500	2.84	1,500	2.84
7520 WATER/SEWER	4,000	7.58	4,000	7.58
<b>TOTAL UTILITY EXPENSES</b>	<b>5,500</b>	<b>10.42</b>	<b>5,500</b>	<b>10.42</b>
<b>OTHER EXPENSES</b>				
8900 CONTINGENCY	2,280	4.32	2,280	4.32
8560 DEFERRED MAINTENANCE	3,000	5.68	9,000	17.05
8620 RESERVE FUND	24,000	45.45	49,000	92.80
<b>TOTAL OTHER EXPENSES</b>	<b>29,280</b>	<b>55.45</b>	<b>60,280</b>	<b>114.17</b>
<b>TOTAL EXPENSES</b>	<b>129,860</b>	<b>245.95</b>	<b>158,511</b>	<b>300.21</b>
<b>NET INCOME OVER EXPENSES:</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>

# **FOR YOUR ACTION**

The following items are to be completed and returned to:

**Gracewood Glen Condominium Association  
C/O Regency Management Group  
605 Candlewood Commons  
Howell, NJ 07731**

Your cooperation is appreciated. This information helps the management office to maintain accurate records about the owners and occupants of Gracewood Glen Condominium Association. We will periodically forward requests for updates to this information. In the event you are aware of changes to any of the information on the enclosed forms, please notify our office so we may update our records accordingly.

1. Census Form
2. Confidential Resident Form
3. Unit Status Form
4. Vehicle Registration Form
5. Property Modification Form
6. Rental Notification - Lease Addendum

**CENSUS FORM**

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

**MAILING ADDRESS:**

Gracewood Glen Condominium Association  
c/o Regency Management Group  
605 Candlewood Commons  
Howell, NJ 07731

FAX: 732-905-8606 or HFOLEY@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 & RELATIONSHIP: \_\_\_\_\_ 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



**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: \_\_\_\_\_

**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION  
LONG BRANCH, NJ 07740**

**Managing Agent**  
**RMG, Regency Management Group, INC.**  
Professional Management  
P.O. Box 588  
Howell, NJ 07731  
Ph: (732) 364-5900 x 220  
Fax: (732) 905-8606  
[hfoley@regencymanagementgroup.biz](mailto:hfoley@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 be **updated on an annual 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: \_\_\_\_\_

OWNER MAILING ADDRESS: \_\_\_\_\_

PHONE: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TENANT INFORMATION (IF RENTING): \_\_\_\_\_

TENANT PHONE: (H): \_\_\_\_\_ (C): \_\_\_\_\_

LEASE DATES: \_\_\_\_\_

PERSON TO CONTACT IN AN EMERGENCY:  
\_\_\_\_\_  
(NAME/PHONE NUMBER/RELATIONSHIP)

EMAIL: \_\_\_\_\_

\_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE AS SOON AS POSSIBLE**

**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION  
HOLMDEL NJ**

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**UNIT STATUS FORM**

This form must be completed so the Association and Regency Management Group are aware of tenants for forwarding notices, i.e. newsletters, etc.

The unit located at \_\_\_\_\_  
in the **GRACEWOOD GLEN CONDOMINIUM ASSOCIATION** is currently occupied by:

\_\_\_\_\_ Homeowner, specify if 2<sup>nd</sup> Home

\_\_\_\_\_ A Tenant

\_\_\_\_\_ The unit is occupied by a relative/family  
Member, name \_\_\_\_\_

\_\_\_\_\_ The Unit is Vacant

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Address of Owner

\_\_\_\_\_  
Date



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HOLMDEL NJ**

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**VEHICLE REGISTRATION FORM**

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**NAME AND ADDRESS OF OWNER(S)**

PHONE:      Cell \_\_\_\_\_  
                  Other \_\_\_\_\_

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**NAME OF RESIDENT(S) AND UNIT NUMBER**

**DESCRIPTION OF VEHICLE(S):**

<b>(Make, Model, Year, Color)</b>	<b>DRIVER NAME(S)</b>	<b>LICENSE PLATE(S)</b>
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:**

**COMMERCIAL VEHICLES MAY NOT PARK OVERNIGHT ON THE PROPERTY OF BEACON PLACE CONDOMINIUM ASSOCIATION, INC. 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**

**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION  
HOLMDEL, NJ**

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**PROPERTY MODIFICATION APPLICATION**

**APPLICATION DATE:** \_\_\_\_\_  
**OWNER(S) NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**TELEPHONE 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

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HOLMDEL NJ**

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**RENTAL NOTIFICATION - LEASE ADDENDUM**

THIS FORM MUST BE FILED WITH THE ASSOCIATION A MINIMUM OF 5 DAYS IN ADVANCE OF A SCHEDULED LEASING OF YOUR HOME. **A \$50 PAYMENT IS TO BE MADE PAYABLE TO THE REGENCY MANAGEMENT GROUP, LLC WHICH 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 six (6) months, and the owner remains responsible for assessments, violations, and compliance with Community guidelines for the unit.**

The Lease Addendum following this form **MUST** be completed, signed by the unit owner, the 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 are members in good standing of the **GRACEWOOD GLEN 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: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Phone Number of Owner: (W) \_\_\_\_\_ (H) \_\_\_\_\_

**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION  
HOLMDEL NJ**

**Managing Agent**  
**RMG, Regency Management Group, INC.**  
Professional Management  
605 Candlewood Commons  
Howell, NJ 07731  
Ph: (732) 364-5900 x 220  
Fax: (732) 905-8606  
[hfoley@regencymanagementgroup.biz](mailto:hfoley@regencymanagementgroup.biz)

**LEASE ADDENDUM**

Address of Unit to be Leased: \_\_\_\_\_  
Lease Starting Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_  
Current Owner's Name(s): \_\_\_\_\_  
Mailing Address of Owner: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_  
Tenant Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_

1. This Lease Addendum must be completed and 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)