

WELCOME PACKAGE

**MEADOW WOODS
CONDOMINIUM ASSOCIATION, INC.
LAWRENCEVILLE, NEW JERSEY 08648**



WELCOME TO OUR COMMUNITY

The Board of Trustees are happy to assist you in becoming an active and informed member of this community. This information has been prepared to provide you with as much information as possible about Meadow Woods Condominium Association, Inc. and the community services available to you from the Association and your Property Manager.

**PREPARED BY:
EXECUTIVE PROPERTY MANAGEMENT
MANAGING AGENT
4-08 TOWNE CENTER DRIVE
NORTH BRUNSWICK, NJ 08902**

MANAGING AGENT:

**EXECUTIVE PROPERTY MANAGEMENT
4-08 TOWNE CENTER DRIVE
NORTH BRUNSWICK, NJ 08902
PHONE: 732-821-3224
FAX: 732-821-6565**

Executive Property Management (EPM) has been retained as the Managing Agent for the community. EPM currently manages many condominium and townhouse communities in New Jersey and is directly responsible for all aspects of property management for your community.

Their primary goal is to assist the Board of Trustees and the operating committees in maintaining a community in which you will enjoy living.

The community is being directly supervised by our Manager, Richard Madden, who will be readily available to assist you in resolving any matters related to the Association's responsibilities.

Unit Owners are encouraged to communicate with EPM on any matters or questions that may have. In order for the Association and Managing Agent to be effective in managing the community, enclosed please find a "Census Form".

This form should be should be completed by new homeowners and those that who have not completed one or the information has changed. Forms should be mailed back to EPM at their address, as soon as possible. This information is important to have on file and is for your protection in case of an emergency.

It is preferable that all requests for repairs or maintenance be submitted to EPM in writing. However, this may not be the most expeditious means of dealing with an immediate need and a telephone call to EPM'S office will always be accepted. Please follow up on any phone communication with a written request.

Emergency Service

EPM has a 24 hour, 7 days per week, emergency answering service which is in constant contact with our community managers. Should you need emergency "after hours" assistance, please call **(908) 806-3823** and the emergency service will contact EPM.

The Board of Trustees and EPM are committed to providing you with the highest standard of management and customer service.

MEADOW WOODS at LAWRENCE CONDOMINIUM ASSOCIATION

20__ CENSUS FORM

In order to update our records and enable our management company to respond to various community needs, please provide the information requested below. Complete the form on the web at www.MeadowwoodsAtLawrence.com.

Or complete and email to Richard.Madden@epmwebsite.com or send via US mail to:

Meadow Woods Condominium Association, 4-08 Towne Center Drive, North Brunswick, NJ 08902

Date Submitted: _____

MEADOW WOODS UNIT # _____

Do you require handicapped parking?

Owner's Name: _____

___yes

___no

Owner's e-mail: _____

Owner's Address: _____

Home Phone: _____ Work/Cell Phone: _____

Do you rent your unit? ___ YES ___ NO

Tenant's Name: _____

Tenant's Phone Number - Home: _____ Work/Cell: _____

Lease term: From _____ To _____

(IF YOU LEASE YOUR UNIT, PLEASE ATTACH COPY OF CURRENT LEASE)

Number of occupants in unit: _____

Ages of minor occupants: ___ ___ ___ ___

Motor vehicle information:

#1 - Make: _____ Color: _____ Plate #: _____

#2 - Make: _____ Color: _____ Plate #: _____

#3 - Make: _____ Color: _____ Plate #: _____

No. of Pets: ___ Dog(s) ___ Cat(s) ___ Other _____
(Describe)

IN CASE OF EMERGENCY, PLEASE NOTIFY: (other than owner or tenant)

Name: _____

Address: _____

Phone #: _____ Relationship _____

___ **YES, I NEED NEW POOL BADGES** (no charge for new residents, \$10 per badge for replacement badges; check payable to Meadow Woods MUST be enclosed)

___ **NO, I DO NOT NEED NEW POOL BADGES** (I only need 20__ validation stickers)

___ **Send** badges/stickers directly to my tenant. ___ **I will send** them to my tenant.

Hot water heater install date _____ Warranty expiration date _____

**MEADOW WOODS CONDOMINIUM ASSOCIATION
BUDGET 2019**

	2019 Budget	2019 Per Unit Budget	2018 Per Unit Budget	2018 Budget	2018 Est. Actual
INCOME					
Fees - 1 Bedroom	447,984	306.00	289.00	423,096	423,096
Fees - 2 Bedroom	84,888	393.00	371.00	80,136	80,136
TOTAL FEES	532,872	317.19	299.54	503,232	503,232
Bad Debt Allowance	(43,000)	(25.60)	(34.64)	(58,200)	(32,776)
Bad Debt Recovery-Assoc Rented Units	0	0.00	7.86	13,200	9,900
Rental Income	0	0.00	5.40	9,072	3,918
Late Fees	4,500	2.68	2.68	4,500	4,990
Surplus Used/(Deficit Payback)	4,804	2.86	(4.13)	(6,932)	0
Interest Income	2,050	1.22	0.71	1,200	1,625
Laundry Income	14,400	8.57	8.57	14,400	14,400
Capital Contributions	4,284	2.55	1.72	2,890	11,918
Township Reimb-Snow	1,200	0.71	0.71	1,200	1,504
TOTAL INCOME	521,110	310.18	288.43	484,562	518,711
GROUNDS MAINTENANCE					
Landscaping	35,000	20.83	20.25	34,026	33,903
Property Enhancements	500	0.30	0.30	500	0
Snow Removal	35,000	20.83	20.83	35,000	45,087
OTHER MAINTENANCE					
Common Property Maintenance	15,000	8.93	8.93	15,000	14,366
Exterminating	2,500	1.49	1.49	2,500	1,367
On-site Maintenance	3,000	1.79	1.79	3,000	1,778
Sewer Repairs	12,000	7.14	7.14	12,000	14,236
RECREATIONAL/SOCIAL					
Pool Contract	20,875	12.43	11.35	19,075	19,137
Pool Misc. Expenses	4,000	2.38	2.38	4,000	8,802
UTILITIES					
Gas & Electric	19,000	11.31	12.50	21,000	17,039
Water	25,000	14.88	15.48	26,000	22,487
ADMINISTRATIVE					
Insurance	107,500	63.99	63.10	106,000	99,519
Management Fees	39,410	23.46	22.96	38,570	38,570
Legal Fees	18,000	10.71	10.71	18,000	14,121
Legal Charged to H/O	(17,000)	(10.12)	(10.12)	(17,000)	(12,100)
Accounting	1,300	0.77	0.76	1,275	1,300
Engineering	2,500	1.49	1.96	3,300	2,908
Office Expense & Supplies	3,500	2.08	2.08	3,500	3,226
Telephone	575	0.34	0.34	575	554
OTHER EXPENSES					
Tfr to Long Term Reserve	179,480	106.83	86.46	145,257	145,257
Tfr Interest to L/T Reserve	1,870	1.11	0.68	1,150	1,433
Deferred Maintenance	8,500	5.06	5.06	8,500	8,500
Misc./Contingency	3,300	1.96	1.98	3,334	1,000
Income Taxes	300	0.18	0.00	0	0
TOTAL EXPENSES	521,110	310.18	288.43	484,562	482,490

BOARD OF TRUSTEES:

CARMINE DISANZO, PRESIDENT

EUGENE THORNTON, TREASURER

BLAIR POOLE, TRUSTEE

COLIN HILL, TRUSTEE

PRICELLA KELLAM, TRUSTEE

VICTORIA CAMPBELL, TRUSTEE

LINDA LI, TRUSTEE

BOARD MEETING SCHEDULE

The Board of Trustees normally meets on the third Wednesday of every month at the Gatehouse. If you are interested in attending, please contact Executive Property Management at 732-821-3224 to confirm the date, time and location of the next meeting.

Should you wish to have a specific issue discussed at the meeting please notify the management office about this specific issue a week prior to the meeting to ensure that the matter is included on the meeting Agenda.

COMMUNITY INFORMATION

Police:

If emergency response is required: 911
Police communications: 609-896-1111
General Information: 609-896-0225

Lawrence Township Clerk: 609-844-7000

Executive Property Management 732-821-3224
24 Hour emergency # 908-806-3823

NON-EMERGENCY TELEPHONE NUMBERS:

Library – Mercer County – Lawrence Twsp. 609-882-9246
Verizon 800-837-4966
Comcast 609-394-8587
PSE&G 800-436-7734

TRASH REMOVAL AND RECYCLING:

Garbage is picked up on Mondays and Thursdays by Central Jersey Waste, 609-771-8005. Call ahead to dispose of large items.

Cardboard container is picked up every other Wednesday.

Large roll-off recycling container is picked up every other Monday.

Recycling of TVs, monitors and computers every Wednesday at 240 Bakers Basin Rd., 609-589-1894.

Lawrence Public Works Dept. 609-589-1894