

MOUNTAINVIEW MANOR CONDOMINIUM ASSOCIATION, INC.
RULES AND REGULATIONS
UPDATED AS OF JUNE 2019

COMMON AREA

1. The only items which may be left outside on common property are:
Outdoor furniture in good repair;
Flower pots in good repair;
Barbeque grills in good repair

Anything other than the above found outside will be subject to removal by the Association without further notice.

2. Fire pits, chimineas, tiki lights or any other items with a flame are strictly prohibited.
3. No flammable, combustible or explosive fluid, chemical or substance may be kept in any unit, garage or basement.
4. Automobiles may not be repaired on common ground nor in the garages.
5. Hallways may not be used for storage.
6. Sidewalks and stairs may not be obstructed.
7. Any modification to the exterior of the building requires prior approval from the Board of Trustees.
8. Window air conditioners are strictly prohibited.
9. The Association will not be responsible for any personal items stored in the basements or garages.

PARKING

1. Automobiles may not be parked in any way which obstructs garage doors, rear entrance doors or access to sidewalks. Parking is permitted in properly designated parking spots and along the left side of the road only.
2. Automobiles parked on the premises must be operable, registered and insured.

SATELLITE DISHES

1. Installation of a satellite dish requires submission of a modification require form and prior approval from the Board of Trustees.
2. Wires connecting satellite dishes may not hang loosely from the building.
3. Installation of a satellite dish requires a \$500.00 deposit which is fully refundable when the dish has been removed and the area inspected to confirm no damage was occurred as a result of the installation or removal.
4. Owners will be responsible for the cost of repair for any damage resulting from the installation or removal of a dish.
5. Satellite dishes which do not meet the above specification will be subject to removal by the Association without further notice.

LAUNDRY ROOMS

1. The laundry rooms may be utilized from 9:00AM to 9:00PM only.
Laundry rooms are located in Buildings F, K, P, U, Y.

PETS

1. Only domestic pets are permitted. Reptiles, exotic or wild animals are not considered domestic.
Only one dog not to exceed 25 pounds are permitted. American Staffordshire Terriers or Pitbulls or any mix therein are not permitted.
2. All pets (resident and visiting) must be leashed and accompanied by the owner at all times when outdoors. Tying an animal outdoors, for instance to a stake in the ground or to a railing, is not permitted.
3. Owners must clean up after their pets immediately.
4. All dogs and cats must be registered with the township.
5. Pet owners are responsible for controlling their pets from disturbing others, i.e. noise.
6. No bird houses and/or feeders are permitted anywhere in the community.

MountainView Manor Condominium Association Residence Guidelines for Unit Owners and Tenants

This document is intended to supplement the master deed and by-laws, which unit owners should have received at the closing for the purchase of the unit. (Tenants: if your lease contains more stringent rules than those of the Association, the terms in your lease apply. Likewise, no lease can permit you to do something disallowed by an Association or municipal regulation).

As a condominium association, the Board of Directors now makes decisions on the administration of MountainView. We employ a professional management company, Matrix Property Management, headed by Ms. Donna Wilner, to take care of our day-to-day business. The address and phone number is listed in the back. They handle our administrative affairs, collect Association fee payments, and coordinate all maintenance work on the property. Any questions, comments, or requests for repairs should be directed to them. (Requests for anything other than routine maintenance will require consideration by the Board of Directors, so please allow an appropriate amount of time for your request to be handled). Feel free to call Matrix and leave a message with your name, unit, phone number and a brief message regarding questions or reporting problems.

MOUNTAINVIEW MANOR

MountainView Manor was originally built as a garden apartment complex by a developer named Rizzo. It was completed in 1973. The property is approximately 31 acres, with 24 two-story buildings having from 6 - 12 units each. There are 164 one-bedroom units and 56 two-bedroom units, of which about half have indoor-accessible garages. It was built in sections, so that the buildings in the inner part of the circle were built last. (At one time there were plans to build an additional section up on the hillside between D and E, but this never occurred, due apparently to the steepness of the grades). We share a roughly northern border with Picatinny Arsenal; an eastern border with "Burnt Brook" next to what is now county-owned parkland, and a western border with private homes. On the other side of Richard Mine Road to our south is a small commercial/industrial complex. Our complex is convenient to local schools, libraries, shopping, and hospitals, as well as to Rockaway Townsquare Mall, Wharton Boro and Lake Hopatcong.

MountainView Manor was operated as an apartment complex until the mid-1980's, when Hans Associates purchased and converted the property to condominiums, effective October 30, 1986. Since the conversion, successive Boards of Directors have undertaken a long-term program of upgrading the complex. This includes stoop and step replacements, drainage improvements, roof replacements, facade repairs and upgrades, and regular maintenance such as painting of exterior black iron railings, in addition to a preventive maintenance program. The Board expects to continue these efforts and expand them in the future, keeping MountainView a nice place to live.

RESIDENCE GUIDELINES: WHO TO CALL WHEN

Emergency

MAKE SURE YOU ARE IN A SAFE LOCATION - GET OUT OF DANGER BEFORE CALLING! NOTIFY YOUR NEIGHBORS ASAP. The Association does not retain on-site management or 24-hour-a-day management. For emergency purposes, please make yourself aware of the following: (see the list of phone numbers listed at the end).

Fire

Call 911 or the Rockaway Township Fire Department immediately. Note: Any smoke alarm outside a unit (back hallway, garage, basement, or laundry room) which you suspect is not working should be reported to the Association immediately! Every unit must have at least 1 active smoke alarm inside - test yours regularly!

Electric (wires down, etc.)

Call Rockaway Township Fire Department, then JCP&L immediately.

Water

1. See a leak causing damage in your unit or in a common area? If you can't shut off the fixture causing the problem, find the water shutoff for your unit or foundation (usually in the basement or garage; look up) and SHUT IT OFF until the problem can be fixed.
2. If this does not stop the leak, find the main valve for your building and SHUT IT OFF until the problem can be fixed.
3. If the problem is with a fixture or pipe not shared by more than one unit, or if the leak cannot be stopped and is causing property damage, the unit owner should promptly call a plumber. Tenants should follow the instructions of their landlord (the unit owner) on how to handle these emergencies. Damage to common elements or to another unit is the owner's responsibility.
4. For suspected common element problems, the unit owner should call management immediately, so the question can be investigated and the Board can determine whether you should be reimbursed.

5. Call the Rockaway Township water department if appropriate.
6. Remember to turn on any valves that had to be shut off, when the crisis is over!

In all cases, please inform the management company before the next business day so they can follow up with the insurance company or the authorities as necessary.

GENERAL INFORMATION

The management office has an emergency answering service for off hour emergencies. You should realize, however, that only true emergencies (immediate threat to life, health, or the integrity of the buildings) warrant weekend or nighttime response from management or any contractor they may bring in.

Above all: use common sense. Think what you would do to protect your property if you owned a standalone home, and do it. Always remember, though, that possessions are not as important as your safety; do not risk your life, or anyone else's, for them.

Laundry

Machines not working? Call the laundry contractor directly (phone number is posted in the laundry rooms.) Only they can give you a refund if you lose money in the machines, or arrange propane refill if the tanks run out, or fix broken machines. Then, call Matrix so they can follow-up. Laundry room doors are not locked, so if "your" laundry room isn't working, go to one in a nearby building. If you notice that a light bulb is burned out inside the room, call the laundry contractor.

IMPORTANT NOTE: Always make sure the door to the laundry room is closed tightly to prevent freezing pipes (in the winter) and weather damage to the doors (year round). If the light outside over the door is not working, or the door does not close, notify Matrix.

Termite/Pests

Notify Matrix. Again, leave your name, where you reside (include unit number), phone number and a brief message.

Lock Outs

Locked out of your unit? Sorry, you're on your own - Association does not have keys to the units. If you're a tenant, call your landlord. Owner's who have misplaced their keys must call a locksmith. Again, this is the same as if you own your own house.

ALL OTHER PROBLEMS

All requests for maintenance should be directed to the management company (Matrix). They are responsible for coordinating all repair work, under the direction of the Board, and will assign work accordingly to the contractors. Remember that management has very limited authority to spend our money; all major projects must be approved or denied by the Board. In many cases, Board policy mandates competitive bidding, which takes time. Expenditures beyond the scope of day-to-day work are authorized against the Association's budget in accordance with established repair priorities, which are periodically reviewed by the Board. Requests, which do not fit with current priorities, may be deferred. Please allow the Management companies reasonable 4 - 5 working days, to acknowledge your request and let you know how it will be handled.

Note To Do It Yourselfers

Individual units, as a rule, do not have their own water shutoffs. DO NOT attempt to shut off the water in a non-emergency without clearing it well in advance with your neighbors. Also remember that each unit has a circuit breaker which controls one of the limited common areas (the garage, basement, or stairwell) along with outlet(s) inside the unit. Do not disable this circuit even temporarily without notifying your neighbor in advance. This applies whether you are doing the work yourself or hiring a contract to do the work for you.

Final Note: No structural alterations, or changes, which go beyond unit boundaries (generally "sheet rock in"), may be made to any unit without prior approval from the Board of Directors! This includes window and door replacement. Send your request for approval in advance c/o Matrix Property Management.

PET RULES AND REGULATIONS

Domestic pets, while not encouraged, are currently permitted at MountainView Manor. (This may be subject to change in the future if compliance is poor). Pet ownership is subject to municipal (Rockaway Township) ordinances and the following restrictions:

1. Domestic pets include cats, certain dogs, birds, fish, etc. Pit bulls, reptiles (e.g. snakes), exotic and/or wild animals (e.g. rabbits) are not considered domestic and are not allowed.

2. All dogs, resident and visiting, must be leashed and accompanied by the owner at all times when outside the unit. (This is also a municipal requirement). Tying an animal outdoors, for instance to a stake in the ground or to a railing, is a violation and can cause property damage that is chargeable to the unit owner. Dogs should never be left outside alone and should never be allowed to run loose, for their own safety as well as the safety of the humans who live and work here.
3. All dogs must be registered with the township and must be tagged with the license information at all times. Township regulations now require the registration of cats. For other pets, or licensing information, call the Rockaway Township Program Information Line.
4. Pet owners MUST clean up after their pets (including cats), e.g. defecation or vomit, anywhere on Mountainview grounds, as well as beds, lawns, woods and parking lot areas. (Use of "pooper scoopers" is required by township ordinance). **KEEP THE SIDEWALK AREAS CLEAN AND FREE OF MESS!**
5. Any property damage caused by a specific pet is the pet owner's responsibility (e.g., cats walking on cars, dogs damaging shrubs, gardens, or lawns). Pet owners are also responsible for controlling their pets from disturbing others (e.g. noise).
6. The above notwithstanding, any landlord may forbid the presence of pets in a unit, or impose further pet restrictions, as a condition of the lease. Such restrictions will be in addition to the restrictions above, and in case of conflict, the more stringent rules will apply for the unit in question. In all cases, pet owners must comply with any and all township ordinances pertaining to pets.
7. Pet owners violating these rules will be subject to fines for each offense. Repeat violations may result in more drastic action. Pet complaints must be submitted to: Matrix Property Management, PO Box 57, Allamuchy, NJ 07820.

Complaints must be signed by the person(s) submitting them, along with their own unit numbers. Anonymous complaints cannot be accepted. The complaint must include the pet owner's name and unit number, if known. (For immediate action regarding unlicensed or unleashed dogs, contact the Township Animal Control Officer (see telephone number at the end of this document).

TRAFFIC AND PARKING REGULATIONS

Traffic Flow

One way only, counterclockwise, on the main circle. Two-way on all driveways to parking lots and garages, the road between S/T and U buildings, the road to E/F/G buildings, and the road from Richard Mine Road to the circle. (See the map of the complex for building locations). Any motorized vehicle operated on the premises must be licensed and insured, and driven on paved areas only. Bicyclers must obey all applicable traffic laws.

Parking

Parking is permitted at MountainView Manor only in designated areas, as follows:

1. Along the main circle, on the left side only (permitted only when road is not snow-covered)
2. In the marked parking spaces in the parking lots.
3. In your garage

Parking is not permitted in any other areas, specifically:

1. Along the right side of the main road.
2. On either side of the road on the two-way sections.
3. In the driveways to the parking lots or garages.
4. In front of any garage, back entrance, or laundry door.
5. In any other area that impedes access to parking spaces, garages, laundry rooms, or dwelling doorways.
6. On the lawns, or any area other than a paved roadway (this is particularly true for delivery and moving trucks, that can cause heavy damage; repair costs will be charged to the unit owner).

Many of these restrictions are due to the fire code. Violators will be ticketed, then fined.

Abandoned Vehicles

MountainView Manor has 220 units, and 440 parking spaces, including garages. In order to maximize parking convenience for our residents, it is the Association's policy that all vehicles parked on site MUST be registered and operable and must be moved periodically; and, with the exception of short-term visitors, all vehicles parked at MountainView Manor must belong to residents only. (Non-resident owners should not keep vehicles parked on site; the parking for your unit is for the resident(s) of your unit).

Vehicles, which do not comply with these regulations, will be deemed abandoned and fines can be imposed upon the owners of such vehicles if the violations are not remedied. If a renter owns such a vehicle, the unit owner may be notified and held responsible if the problem is not remedied.

Please note that during snow season, it is particularly important that vehicles be parked legally and moved frequently. Otherwise, it is very difficult for the snow contractor to properly clear the roadways and parking spaces.

COMMON AREAS

The "common areas" of the complex fall into three categories, each with different rules for use as stated in the by-laws of the Association. While the by-laws are the definitive source for information, a brief summary follows:

Laundry Rooms

MountainView Manor currently has five laundry rooms on site. They are located in buildings F, K, P, U and Y. Hours of operation are 8 am to 9 pm. Individual units may not install their own washers and dryers (new dishwashers also may not be installed in units that do not currently have them i.e. in any one bedroom unit).

"Limited Common" Areas

1. Garages and Basements - The two units above generally share garages and basements. Garages are intended primarily for parking of residents' vehicles (due to the limited number of outdoor parking spaces, it is essential that garages be utilized by those who have them), although in most cases they are roomy enough to provide some storage as well. Installation of automatic garage door openers by a unit owner requires permission from the Board of Directors; this is normally not a problem so long as the proposed installation does not interfere with a beam or otherwise violate the structural integrity of the building. Electricity for the garages and basements is usually wired to the meter for the downstairs unit, and should be used with consideration. Residents are responsible for upkeep of the areas (e.g. routine cleaning). Occupants of units with garages are responsible for snow removal right in front of their garage door.
2. Back Hallways - The stairwells to the back common doors which provide access to the individual unit back doors are restricted to use for "normal transit" (PASSAGE ONLY). Under NO circumstances are they to be used for storage; it would be a violation of the fire code for obvious reasons. Normal upkeep of the stairwells (sweeping, etc.) is the responsibility of the residents and/or unit owners of the adjacent units as is repair of any damage. Unit owners who wish to paint or otherwise upgrade their stairwell are encouraged to do so (at their own expense and risk) but the permission of the Board must be obtained before any such work is done. Pets are NOT to be allowed to stay in, or run loose in, the stairwells, and any damage done by the areas by pets will be chargeable to the unit owner (who will most likely charge their tenants). For safety reasons, the back doors should be kept locked by the residents at all times (again, common door, if the door or lock becomes inoperable due to weather or other damage, it should be reported promptly to Matrix Property Management). Normal key duplication charges will apply if a lock must be replaced, and as is true in other areas, repairs necessary due to vandalism will be charged to the responsible party or parties.

GENERAL COMMON AREAS

These include the other parts of the property that are NOT reserved for use by residents of only a few units. Examples: the lawns and roadways. As a rule, these areas are available to all residents for peaceful enjoyment. A little "common" courtesy will go a long way. Note: Gardens are permissible in the bed areas directly in front and back of the units; usually one side of the front is used by the lower unit, the other by the upper unit.

General Rules and Hints

The master deed and by-laws of the Association define the basic rules for daily living and responsibility. This last section of our document summarizes the more important parts of the by-laws not yet covered.

Insurance - The Association does maintain insurance on the complex as a whole. It covers the common elements and areas, but in general it does not cover unit interiors or personal property even if stored in a common area such as a basement. Resident unit owners should obtain a "combined dwelling" policy to cover the unit, and tenants should obtain a renter's "HO-4" insurance policy to cover their personal property. Questions should be directed to Matrix, who can obtain clarification for you from the Association's insurance agent if needed. (The current agent offers individual policies to unit owners and residents; you may wish to call them for a quote).

Uses of Units - Units are restricted to use for normal residential purposes only. If a unit is rented, the entire unit (including the garage or basement area) must be rented, not part of it. Short-term leases are not permitted. Typically, leases are for one or more years, but six-month or month-to-month leases are not disallowed.

Access to Units - While the Association does not maintain keys to individual units, authorized representatives are entitled to access in connection with repairs, with reasonable notice except in case of emergency, as may be required.

Kerosene Heaters - Kerosene Heaters are strictly prohibited.

Appliances & Fixtures - All appliances and fixtures inside a unit, including all lighting, plumbing, water heater, stove, refrigerator, dishwasher (two bedroom units only) and air conditioner(s), are the owner's responsibility. Unit owners are urged to replace aging water heaters before they "go" and cause damage. Note that the only type of air conditioner installation allowed is a through-the-sleeve unit. Such units are available commercially; ask for a "GE sleeve" unit. The Association will install exterior covers for empty air conditioner sleeves as necessary.

Doors & Windows - Windows, except for those in the common back hallways, are also the unit owner's responsibility. However, please note that any use or covering of interior surfaces of windows that is visible from the exterior of the building is subject to the rules and regulations of the Association. For instance, window signs may be disallowed, and the type of shade used in a window can be restricted. All other interior decoration is the responsibility of the unit owner. Note that replacement of doors and windows requires Board permission, and in all cases you must replace "like with like" to preserve the exterior appearance. Addition of storm or screen doors also requires Board permission.

Noise - All residents are entitled to "quiet enjoyment" of their units. You should be aware that Rockaway Township does have noise ordinances. Keep the stereos, tv's and other noisemakers quiet at night. If you know you're neighbor works a night shift, be courteous and keep the noise down during the day so they may sleep.

Local Laws - It is each individual's responsibility to learn about (and comply with) all local, state, and federal laws. For instance, the township has ordinances on pets, use & location of propane gas grills, a building code, and a fire code. Although we may mention a few specific township ordinances in this booklet, the Association is not obligated to educate residences on township regulations. Contact your local township offices for further information.