



Vincent Accardi
Community Portfolio Manager
FirstService Residential
February 26, 2021

Dear Owner:

Attached please find a copy of the Association Lease Policy, Association Lease Rider, Census Form, Parking Sticker Application, and Pet Registration. If you haven't already sent in proof of your homeowners insurance this is also due annually. In order to do this, you should contact your insurance agent or company and request that a declaration (or certificate) of proof of insurance be sent to: Tuckerton Meadows Townhouse Association c/o FirstService Residential 125 6th Ave, Suite 201 Mt. Laurel, NJ 08054.

Please take a moment to review these documents. If you have any questions, please feel free to contact me by email Vincent.accardi@fsresidential.com. If any of these documents are not applicable to your situation please disregard them. Please return your proof of insurance and all other applicable documents and payments, included in this mailing to the above mentioned address by March 31, 2021 to avoid any fines.

Reminder notices will be sent on an annual basis but the deadline for this submission is March 31, 2021 and moving forward will return to January 30th of each year.

Sincerely,

Vince Accardi

TUCKERTON MEADOWS TOWNHOUSE ASSOCIATION, INC.

LEASE POLICY

PURPOSE

The purposes of this Lease Policy are to:

1. Inform both the Lot Owners and Tenants of their responsibilities to the Tuckerton Meadows Townhouse Association (the "Association") and of their reciprocal duties to fulfill that responsibility, and
2. Inform the Association's Board of Directors and the Management Company where to contact the Lot Owner/Landlord ("Owner") and Tenant(s) in the event of an emergency or tenant problem, and
3. Regulate, enforce and comply with occupancy restrictions under applicable federal, state and local laws, and
4. Regulate and enforce the Rules and Regulations of the Association according to the Declaration, By-Laws and Association Rules and Regulations.

AUTHORITY TO DEVELOP LEASE POLICY

The Board of Directors creates this Lease Policy in accordance with the Declaration and By-Laws of the Tuckerton Meadows Townhouse Association.

EFFECTIVE DATE

This Lease Policy will be effective upon adoption by the Board of Directors.

LEASING POLICY

1. This policy shall apply to any Lease effective or to become effective on or after the Board of Director's adoption of this Lease Policy.

2. All Leases are subject to the terms, conditions and restrictions set forth in the Declaration, the By-Laws, and the Rules and Regulations of the Association as adopted by the Board of Directors, and those set forth in the approved Lease Rider.

3. All Leases must be in writing and a copy filed with the Association prior to commencement of the Lease term.

4. All Leases must be for a minimum term of one hundred eighty (180) days, as provided in the Declaration and By-Laws of the Association. Additionally, no Owner may lease less than the entire townhome.

5. All Leases must contain an executed OFFICIAL LEASE RIDER ("Rider") in the form attached, and a TUCKERTON BOROUGH CERTIFICATE OF OCCUPANCY, if necessary. The Lease and Rider must be signed by the Owner and Tenant and delivered to the Board of Directors in care of the Management Company before the Lease term begins. For Leases already in effect before adoption of this Lease Policy, the attached Lease Rider must be submitted to the Board of Directors in care of the Management Company no later than thirty (30) days after the date of adoption.

6. Any Owner who wishes to lease his or her townhome shall be required to fully comply with each and every term, condition and rule and regulation adopted by the Association with respect to the leasing of townhomes. These requirements shall include the Owner being current on the payment of all outstanding assessments, fees and other charges assessed or imposed by the Association and the Board of Directors pursuant to the terms of the governing documents. No Owner shall lease his or her townhome unless and until all outstanding obligations have been fully satisfied.

7. All Leases entered on or after the date of adoption of this Lease Policy must be submitted with a vehicle and pet registration form, if applicable, the attached Lease Rider, and a Certificate of Occupancy to the Board of Directors in care of the Management Company no later than fifteen (15) days before the commencement date of the Lease. No occupancy of the proposed Leased premises shall occur prior to approval of the Lease by the Board of Directors/Management Company.

The Lease Rider shall include a completed Rental Census Form which shall contain the following information:

- (a) Address of property being leased;

- (b) Name, address, and telephone numbers of Owners (home and work), if applicable;
- (c) Name of all Tenants and their telephone numbers (home and work), if applicable;
- (d) The length of Lease term, beginning date and ending date;
- (e) The year, make, model and license of all vehicles owned or used by the Owner/Tenant to be parked on the property;
- (f) Acknowledgment that the Tenant has received the Declaration, By-Laws and Rules and Regulations of the Association and shall abide by them accordingly.

Lease Rider forms are available at the Management Office.

8. All Owners and Tenants must comply with occupancy restrictions imposed by local, state and federal laws and the Declaration and By-Laws of the Association.

9. All persons residing within a residence (other than the Owner) are considered to be Tenants and must abide by this Lease Policy.

10. All Lease renewals executed after the date of adoption of this Policy by the Board of Directors are subject to the conditions and provisions set forth in this Lease Policy, EXCEPT that:

- (a) Only a signed Lease Rider form and the Certificate of Occupancy is required to request approval or renewals of existing Leases if the terms and conditions of the Lease have not changed.
- (b) If the terms and conditions of the Lease have changed, then the Lease is considered a new Lease and is subject to this Lease Policy in its entirety, including a submission of the new Lease along with a Lease Rider and other forms as required.

11. Any failure by the Owner or Tenant to fully comply with the terms and conditions of the Association's governing documents or this lease policy shall constitute a default under any Lease and shall be grounds for the suspension of membership privileges, such as voting rights and the use of certain common facilities, the imposition of fines by the Association, or the commencement of an action for the recovery of damages, or for injunctive relief, or both, by the Association in any court or administrative

tribunal having jurisdiction, against any person or persons, firm or corporation violating or attempting to violate or circumvent any of the aforesaid, and against any Owner, to enforce any lien created by the Declaration.

12. By entering into a Lease for a townhome, the Owner expressly assigns to the Association all rents due under the Lease in the event of any delinquency in the payment of Common Expenses or other charges due and payable to the Association for more than thirty (30) days, including authorization for the Tenant to pay such rents directly to the Association to the extent that such Common Expenses and other charges are due and payable to the Association with respect to the townhome.

13. No Lease or occupancy of a townhome shall be permitted unless a true copy of the Lease and Lease Rider is furnished in advance to the Association, together with all of the necessary information specifically set forth on the Lease Rider.

14. No Owner shall have the right to utilize the Common Facilities of the Association during any period of time that the townhome is leased.

15. Pet Restrictions. The Association's restrictions on the keeping and maintaining of pets shall be fully applicable to all leased townhomes. This provision shall not preclude a townhome occupant from maintaining a pet to provide living assistance in accordance with the Americans with Disabilities Act, as well as any other federal or state regulations, provided that all applicable standards have been met. Any occupant claiming a need for a service animal must provide the Association with appropriate documentation from his or her physician, medical provider, or other proper authority establishing that the occupant is "handicapped" and in need of a service animal and that the animal is a "service" animal as defined by the Americans with Disabilities Act. Any such documentation shall be filed with the Board of Directors or the Management Company at least fifteen (15) days prior to the animal being brought to the townhome.

16. Fines. Any violation of the Association's Lease Policy shall subject the offending Owner to the assessment of fines as specifically authorized under the terms of the Declaration, By-Laws, and Rules and Regulations of the Association as adopted by the Board of Directors. Any Owner who fails to attach a Lease Rider to any Lease entered and/or executed after the execution of this Policy shall be subject to fines in those amounts determined by the Board not to exceed the maximum fine permissible under New Jersey law provided, however, that each day a violation continues after notice it shall

be considered a separate violation. Any fine so levied shall be considered as a common expense levied against the particular Owner involved, and collection may be enforced by the Board of Directors in the same manner as the Board is entitled to enforce collection of common expenses. Despite the foregoing, before any fine is imposed by the Board, the Owner involved shall be given at least ten (10) days prior written notice and afforded an opportunity to be heard, with or without counsel, with respect to the violation asserted.

17. The Association may require all Owners who are leasing their townhomes to deposit with the Association adequate security to be used for the purpose of offsetting any damages to the Common Elements caused by Tenants or occupants of the leased townhome or for the payment of common charges. The security deposit shall be refundable at the expiration of any Lease after applicable offsets have been calculated.

18. The Association shall charge an annual rental administration fee of \$200 to all Owners leasing their townhomes, which fee is reasonably related to the actual cost of reviewing and administering the lease transaction and inspection of the townhome, rather than a device for raising revenue.

19. Prior to entering into a Lease for a townhome, Owners should undertake proper due diligence to ensure that prospective Tenants are satisfactory candidates for occupancy at Tuckerton Meadows. Proper due diligence should include making adequate inquiry into a Tenant's credit history, leasing history and criminal background to provide a level of assurance that the Tenant will not adversely affect the health, safety and welfare of other Owners, occupants and their property.

ADOPTION

This Lease Policy was adopted by the unanimous vote of the Tuckerton Meadows Townhouse Association Board of Directors at the regular meeting on 1/26/2021.

TUCKERTON MEADOWS TOWNHOUSE ASSOCIATION, INC.

LEASE RIDER

1. **LEASE SUBJECT TO ASSOCIATION RULES AND REGULATIONS.** Tenant recognizes and has notice of the existence of the Declaration, the By-Laws, and the Rules and Regulations of the Tuckerton Meadows Townhouse Association. Tenant further acknowledges and agrees to abide and obey these rules and conditions.

2. **LEASE FILING; LEASE DEFAULT; EVICTION.** A Lot Owner ("Owner") shall have the right to lease his/her townhome consistent with the Rules and Regulations of the Association, the Declaration and any amendments thereto, and the By-Laws, provided that a fully executed copy of any lease has been forwarded to the Association. All leases must specifically set forth the names of all occupants for the leased townhome. This lease is subject to all provisions of the Declaration of the Tuckerton Meadows Townhouse Association, including, but not limited to, the By-Laws and other Rules and Regulations of the Association. Any failure of the Tenant to fully comply with the terms and conditions of such documents shall constitute a default under the lease. In the event a Tenant of a Owner fails to comply with the provisions of the Declaration, the By-Laws, or Rules and Regulations, then, in addition to all other remedies which it may have, the Association shall notify the Owner of such violation(s) and demand that the same be remedied through the Owner's efforts within the time specified by the Association. If such violation(s) is not remedied within this specified period, then the Owner shall immediately thereafter, at his sole cost and expense, institute and diligently prosecute an eviction action against his Tenant on account of such violation(s). Such action shall not be compromised or settled without the prior written consent of the Association. In the event the Owner fails to fulfill the foregoing obligation, then the Board shall have the right, but not the duty, to institute and prosecute such action as attorney-in-fact for Owner and at the Owner's sole cost and expense, including all legal fees incurred. Said costs and expenses shall be due and payable upon demand by the Association and shall be deemed to constitute a lien on the particular townhome involved, and collection thereof may be enforced by the Board in the same manner as the Board is entitled to enforce collection of Common Expenses. By acceptance of a deed to any townhome, each and every Owner does thereby automatically and irrevocably name, constitute, appoint and confirm the Board as his attorney in fact for the purposes described in this paragraph.

3. **MINIMUM LEASE TERM - ONE HUNDRED EIGHTY (180) DAYS.** No townhome may be rented for a term of less than one hundred eighty (180) days by an Owner or otherwise utilized for hotel or transient purposes, the foregoing to be evidenced by (i) rental payments for any period less than one hundred eighty (180) days, (ii) any rental if the occupants of the dwelling are provided customary hotel services, such as room service for food and beverages, maid service, furnishings, laundry linen, and bellboy service. No Owner may lease less than his entire townhome.

4. **USE OF COMMON FACILITIES.** Any Tenant or lawful occupant of a townhome shall be permitted to enjoy the recreational and common facilities of the Association, but shall not vote in the affairs of the Association except as the Owner shall permit the Tenant or occupant to

exercise the proxy vote of the Owner. Use of the common and recreational facilities of the Association shall be limited to lawful occupants of the townhome and their guests and is absolutely conditioned upon the Owner's payment in full of all assessments and other charges currently due.

5. TENANT'S LIABILITY FOR ASSESSMENTS UPON OWNER'S DEFAULT.

(a) In the event the Owner shall fail to pay any charge or assessment levied by the Association against a leased townhome, and such failure to pay continues for thirty (30) days, the Board of Directors shall have the right to notify the Tenant of such townhome in writing of the amount(s) due and, within fifteen (15) days after the date of such notice, the Tenant shall pay to the Board of Directors the amount(s) of such unpaid charges or assessments, subject, however, to paragraph (b) below. The amount(s) of such unpaid charges or assessments paid to the Board of Directors by Tenant after the nonpayment by the Owner shall be a credit against and shall offset the next monthly rental installment due to the Owner following the payment by the Tenant of such charges or assessments to the Board of Directors.

(b) In no event shall the Tenant be responsible to the Board of Directors for any amount(s) of unpaid charges or assessments during any one month in excess of one monthly rental installment.

6. SINGLE FAMILY USAGE ONLY; SUBLETTING PROHIBITED. Townhomes at Tuckerton Meadows are absolutely restricted for usage as single family residences. No commercial nor multi-family uses are permitted. All occupants and Owners of townhomes at Tuckerton Meadows are under a legal obligation to comply with all local, state and federal occupancy laws, including regulations on the number of occupants residing in such townhomes. The lease shall specify the names of all Tenants residing in the townhome. Subletting all or a portion of the townhome is prohibited during the lease period.

7. NO ASSIGNMENT OR SUBLET. The Tenant will not assign or sublet all or part of the townhome being leased without prior written consent of the Association.

8. TOWNHOME ACCESS. The Tenant agrees and acknowledges the right of the Association to have access to the townhome from time to time during reasonable hours as may be necessary for the maintenance, repair or replacement of any common elements therein or accessible therefrom or for making emergency repairs necessary to prevent damage to common elements or to any other townhome(s). The Association shall not be liable to either the Owner or the Tenant for any damage resulting from the Association's exercise of its rights pursuant to this provision, except for that damage caused by the Association's negligence.

9. INJURY, DAMAGE OR LOSS. The Tenant shall notify promptly both the Owner and the Association of any accident to, defects in, or problems with the water pipes, gas pipes, heating apparatus, or other equipment or appliances in the townhome. Tenant assumes all

responsibility and liability for damages to the common property or injury to others caused by his actions or the actions of his guests.

10. OWNER RESPONSIBLE FOR LOCAL ORDINANCE COMPLIANCE. The Owner of any townhome to be rented agrees to be and shall be solely responsible for complying with any and all ordinances adopted by the Borough of Tuckerton regarding renting of real property, including any costs associated with this compliance. This shall include payment to the Borough of Tuckerton for any required permits or certificates of occupancy. A signed copy of the lease shall be forwarded to the Tuckerton Meadows Townhouse Association for recording purposes. Failure to supply a copy of the lease shall be a default under the lease.

11. PET RESTRICTIONS. The Association's restrictions on the keeping and maintaining of pets shall be fully applicable to all leased townhomes. This provision shall not preclude a townhome occupant from maintaining a pet to provide living assistance in accordance with the Americans with Disabilities Act, as well as any other federal or state regulations, provided that all applicable standards have been met. Any occupant claiming a need for a service animal must provide the Association with appropriate documentation from his or her physician, medical provider, or other proper authority establishing that the occupant is "handicapped" and in need of a service animal and that the animal is a "service" animal as defined by the Americans with Disabilities Act. Any such documentation shall be filed with the Board of Directors or the Management Company at least fifteen (15) days prior to the animal being brought to the townhome.

12. SEVERABILITY. If any provision of this Lease Rider shall, for any reason, be held violative of any applicable law, and so much of said Lease Rider is held to be unenforceable, then the invalidity of such specific provision shall not be held to invalidate any other provision which shall remain in full force and effect.

13. RENTER CENSUS FORM. Owner and Tenant hereby covenant and agree to complete the attached Renter Census Form which shall be incorporated in full and made part of this Lease Rider.

Dated:

OWNER

Dated:

TENANT

FSRConnect™ Census Form

Section A - Association Information:

Today's Date:

Community Name:

Community Address
(Street, City, State, Zip):

Section B - Resident Information:

Owner Name: **E-mail:**

Unit Address
(Unit, Street, City, State, Zip):

Billing Address (Unit, Street, City, State, Zip):
(Fill in only if it is different from community address)

Home Phone #: **Work Phone #:** **Cell Phone #:**

Section C - Occupant Information (List all occupants and indicate if child):

<u>Name</u>	<u>Home Phone #</u>	<u>Work Phone #</u>	<u>Cell Phone #</u>	<u>E-mail:</u>

Section D - Vehicle Information (if you do not own a car, please indicate "no car"):

<u>Make & Model</u>	<u>Color</u>	<u>License #</u>	<u>State</u>	<u>Parking Spot</u> (If applicable)

Section E - Tenant Information (if applicable):

Lease Begin Date: <input style="width: 90%;" type="text"/>	Lease End Date: <input style="width: 90%;" type="text"/>			
<u>Tenant Name</u>	<u>Tenant Home #</u>	<u>Tenant Work #</u>	<u>Tenant Cell #</u>	<u>Tenant E-mail:</u>

Section F - Emergency Contact Information:

Name: <input style="width: 90%;" type="text"/>	Relationship: <input style="width: 90%;" type="text"/>
Address (Street, City, State, Zip): <input style="width: 95%;" type="text"/>	
Home Phone #: <input style="width: 50%;" type="text"/>	Work Phone #: <input style="width: 50%;" type="text"/>
Cell Phone #: <input style="width: 50%;" type="text"/>	
E-mail: <input style="width: 95%;" type="text"/>	

Section G - Signature:

Submitted By: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
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**TUCKERTON MEADOWS HOMEOWNERS ASSOCIATION
PARKING STICKER APPLICATION AGREEMENT**



PLEASE PRINT

Name of Unit Owner: _____

Address of Unit: _____

Email Address: _____

Owner Phone Nos.: Home _____ Work _____

Name of Tenants: _____ (if applicable)

Tenant's Phone Nos.: Home _____ Work _____ (if applicable)

Vehicle Information, 1 sticker per vehicle

Vehicle License Plate	Make/Model	Year	Color
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please complete the above fields; application must include a copy of current vehicle registration for each vehicle. Parking stickers will be mailed to the above address. Parking stickers are \$5.00 each and will be billed to your HOA account. Accounts more than 2 months delinquent are subject to towing as per **Policy Resolution No.2016P Relating to Parking and Towing.** Parking resolution is available at www.tuckertonmeadows.com

By signing below, I/we agree to abide by all rules and regulations regarding the use of parking spaces and the vehicle rules.

Unit Owner Signature

Date

Applications can be mailed or emailed to:

VINCENT ACCARDI, Community Association Manager
Avenue, Suite 201 | Mt. Laurel, NJ 08054
609.546.7004 | Toll Free 800.870.0010

Email Vincent at vincent.accardi@fsresidential.com

www.fsresidential.com



Important Parking Sticker Information

Parking Stickers are required on all vehicles parked in the development.

Parking Pass applications can be downloaded at www.tuckertonmeadows.com

There is also other helpful information on the site. Applications require a copy of the vehicle registration for parking sticker to be issued.

Parking sticker placement is very important. Please use the below pictures for placement of sticker.

Accounts more than 2 months delinquent are subject to towing as per the parking resolution. Parking resolution is also available at www.tuckertonmeadows.com

Parking stickers are \$5.00 and will be billed to your account.

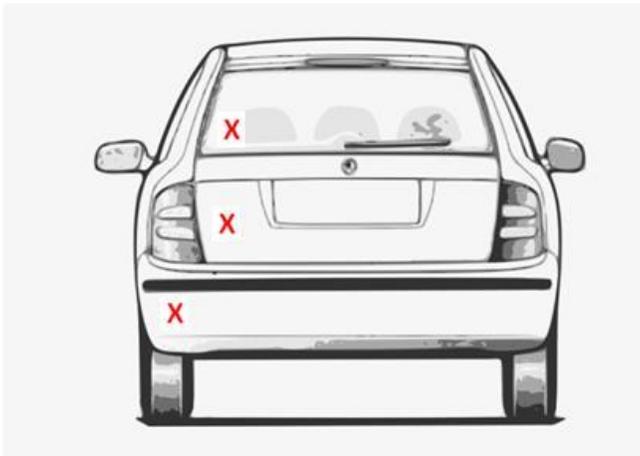
Thank You for your help.

Parking Sticker Placement

Sticker placement for vehicles, **outside of the vehicle**,

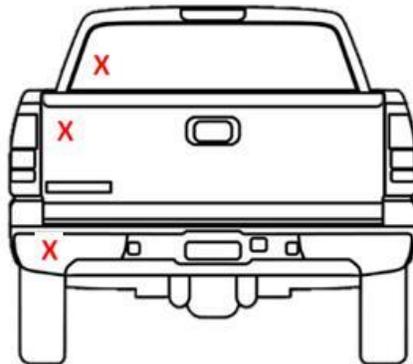
red **X** indicates placement for sticker so it can be easily see.

Driver Side Rear of the vehicle.



Sticker Placement for Pick-up Trucks, outside of the truck.

Driver Side Rear of the vehicle.



This is the New Parking Sticker



TUCKERTON MEADOWS ASSOCIATION

PET REGISTRATION FORM

Tuckerton Meadows Association By-Laws require registration with the Association of all pets.

Please sign and complete this entire form. **Attach a recent photo of pets and copy of pet license.**

Type of Pet _____

Pet Name _____

Color _____

Weight _____

Breed _____

Distinctive Markings _____

OR

_____ **There are no pets residing at my unit.**

Please be aware that all dogs over 4 months old are required by law to be licensed and vaccinated for rabies. Please return a copy of the license with this form.

Is your pet licensed? Yes _____ No _____

Is your pet vaccinated for rabies? Yes _____ No _____

I have read and agree to keep my pet in full compliance with the Association By-Laws. I understand that, for sanitary reasons, I am responsible for the IMMEDIATE collection and proper disposal of all fecal matter deposited by my pet any place in the Common Areas. The Association will assess a fine if fecal matter is not properly cleaned up. I understand it is my responsibility to notify the Association of any change in this registration.

Owners Name: _____

Address _____

Phone Number _____

Signature _____ Date _____

N.J. DOG LICENSE APPLICATION

BOROUGH OF TUCKERTON, 140 EAST MAIN STREET, TUCKERTON., NJ

08087

This license to own, keep or harbor the dog described below is issued to:

Name _____ Date _____

Address _____ Telephone _____

Dog Sex: _____ Age: _____ Breed: _____ Hair Length S M L

(Circle One)

Color & Markings: _____ Name: _____

Spayed/Neutered – Yes No Date _____ By _____

Spayed Non-spade

Neutered Non-Neutered Rabies Vaccination Compulsory

License Fee 4.80 4.80 Vaccination Expires _____

N.J. Registration Fee 1.00 1.00

N.J. Pilot Clinic Fund .20 .20

N.J. Pet Population Control --- 3.00

TOTAL \$6.00 \$9.00 Licensing Official

Late Fee From 1/31 – 5/31 \$5.00 \$5.00

Late Fee After 5/31 \$10.00 \$10.00