

# LANDMARK TOWERS CONDOMINIUM ASSOCIATION

## RULES AND REGULATIONS FOR ALL RESIDENTS



3817 Ventnor Avenue - Atlantic City, NJ

July 2013

## **RULES AND REGULATIONS**

The purpose of the rules is to protect the property, safety, and well-being of the residents that live here. If you have any questions, please contact the condominium office at 609-347-4727.

All residents, owners, tenants and their guests must abide by the rules listed below:

1. The common elements shall be used only for the enjoyment and use by all residents, and must be kept clean at all times, no eating, drinking or sleeping in the Lobby.
2. No posting of any advertisements or posters of any kind in or on the common elements except on the 2<sup>nd</sup> Floor Association Bulletin Board.
3. Extreme care and consideration about any type of noise that could interfere with the enjoyment of all residents, this includes but not limited to: Radios, televisions, musical instruments or amplifiers, renovations or any other type of noise.
4. No hanging of any type of awnings, garments, rugs, or similar items from the windows or balconies or any place else on the building or within the common areas.
5. No unlawful use of the condominium property or any part thereof shall be made and each unit owner, at their own expense, shall comply with all governmental rules and regulations.
6. No throwing or placing garbage or trash in any hallway or common area, all trash and garbage must be placed in the proper disposal trash chute or placed in the available dumpsters in the garage. All garbage and trash must be disposed of in sanitary leak-proof containers at all times.
7. No external or visible radio, television or other type of aerial wiring, including wiring for electrical, television, or telephone installation, shall be installed or fixed on or about any part of the building.
8. All windows of all units must have draperies, blinds, curtains or other type of window coverings.
9. No fixtures or facilities that are designated as common area elements shall be used by any unit owner for personal use of any one private unit.

10. Except for unit numbers and a single non-illuminated name sign on a mailbox, no resident may erect any sign on or in his unit visible from outside his unit or on or in the common elements.
11. In order to assist in maintaining a current roster of all owners and tenants, each owner shall have the responsibility of providing to the management office all timely notice of the sale or rental of their unit.
12. Nothing shall be done or kept in any unit or in or upon the common elements, which will increase the rate of insurance premiums for the condominium or the contents thereof beyond the rates applicable.
13. Each unit shall be used as a private residence. No residence shall be used for any type of commercial business.
14. Use of the common areas shall be for the use of the unit owners, residents, and their guests.
15. No Cooking Grills on balconies or any part of the common element.
16. No disposing of oil or grease in sinks or toilets. Such improper disposal causes damage to common area sewer pipes. Oil and grease products should be placed in leak proof containers and disposed with regular garbage.
17. No feeding animals (birds, seagulls etc) from windows or balconies. A \$1,000 fine will be issued for violators.
18. As per the Master Deed Page 21, line 6 – NO PETS ALLOWED.
19. One satellite dish per residential unit is permitted. No dishes are allowed on the balcony railings. Satellite dishes must be on the balcony floor and may not be above the balcony railing.
20. No unit owner is allowed to change the bottom lock on their unit using a key that is different than the master key. Please note: according to the Condo Documents Article XII Item B, no unit owner shall place any additional locks on the doors of their respective units unless key for such locks are deposited with the office.

# RESALES AND RENTALS

Before proceeding with renting an apartment, owners should contact the local code enforcement office to obtain an application for a certificate of occupancy. Owners should also inquire about certificate of occupancy requirements to ensure satisfactory unit condition before renting.

- Owners may rent their units in accordance with the unit leasing policy.
- The condominium office must be notified at least seven (7) days in advance of a unit for sale or rent with a real estate company.
- Unit owners are responsible for providing all keys to their real estate agent and new owners and tenants.
- The unit owner is responsible for providing a copy of the rules and regulations to the tenant and a signed copy of the rules and regulations by the tenant returned to the association office. The unit owner is the responsible party for any violations committed by their tenants.
- It is the responsibility of the Seller to provide the new buyer with a copy of the Master Deed and By-Laws along with a copy of the Rules and Regulations.
- Pets are not permitted as per the Association Condo Documents.

# MOVE IN AND MOVE OUTS

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- All move in and move outs must be scheduled with the office at least one week prior to occurrence.
- All moving must be Tuesday through Saturday between the hours of 10:00 AM and 5:00 PM. This excludes holidays.
- The unit owner or tenant must remove all boxes, packing, old furniture, appliances and carpeting etc. This cannot be placed in our trash receptacle. The trash company will take such items for an additional fee.
- After unloading, all trucks, vans, cars, and the like must be parked in a designated area as to not block any of the doorways or garage.
- All move ins and move outs must take place at the side entrance. Do not use the front door entrance.

# CONDO AND PARKING FEES

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- Condo and parking fees are due no later than the 5th day of each month. Fees not paid will be subject to a late fee of 10% of the condo fee. All late fees are due and payable immediately.
- Assessment Fees are due the 15th of each month. On or after the 22nd of the month, there will be a late fee of 10% of the assessment fee.
- Any unit owner delinquent in the payment of their monthly fees and other monies owed the association will be denied all privileges of the association, including but not limited access to the garage, the use of the pool, use of the bike rack, the right to vote or to participate in meetings, the intercom system in the lobby.
- If any owner is more than 30 days late and has not contacted the association office regarding the situation, they will be referred to the association attorney for collection procedures. All legal fees incurred will be the responsibility of the unit owner.

# **CONTRACTORS**

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- The Association office must be informed of any work that is to be done in any Unit.
- All local permits must be obtained and displayed for any work to be done in a Unit where such permits are required.
- All contractors and plumbers must furnish proof of insurance and a copy should be filed in the Association office with the name of Landmark Towers Condominium Association as a certificate holder.
- No work is to be performed on Sundays and holidays except in the case of emergency. Work is permitted Monday to Friday from 8 AM to 7 PM and Saturday from 9 AM to 3 PM No plumbing work should be done on Fridays, Saturdays, or Sundays.
- All contractors must remove their debris and not use the Association's dumpsters. This includes carpet and furniture. It is the responsibility of the owner to insure that their contractor understands this rule.
- The Association will deny access to the building to any contractor that violates the Association rules.
- The Unit owner will be held responsible for any damage done to the common area by their contractor.
- The Association reserves the right to request all contractors to provide a current mercantile license to the Association office.

# PARKING

- All vehicles must maintain a current license and registration from their State. They must have a current inspection sticker and in working order. All flat tires must be fixed immediately. No vehicle that leaks any type of fluid can be parked on any grounds of the Association.

- All cars are parked at the sole risk of the owner. The Association assumes no responsibility for the security of the vehicle or its contents.

Garage card will be issued per owner. The fee for the card is \$25.00, \$15.00 for the second card and is non-refundable.

- Unit owners, who are in arrears in their fees, are subject to revocation of their garage access cards.
- The Association will maintain a towing contractor and allow them to remove unauthorized vehicles from the garage and outdoor parking areas.
- There are 2 Resident Parking Spaces on the side of the building. They are clearly marked Resident Parking 30 minutes only. These spaces are for the convenience of unloading groceries or luggage. If a resident stays in the space longer than 30 minutes, they are in violation of the rules and are subject to being towed at their own expense.
- There are 3 Office Only spaces on the side of the building. These are designated for office use only. Only office visitors are allowed to park in those spaces.
- Any unattended vehicles parked in a fire exit area or standpipe area will be removed by the towing contractor.
- In the garage as well as the outdoor parking area, vehicles are expected to park between the lines and not occupy two spaces.
- The association will be held harmless from all liability in the garage as well as the outdoor parking area.



# MAINTENANCE

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## TO ALL OWNERS

The maintenance technicians working for the Association have been hired to maintain the common elements of the building. We can and have performed maintenance work for individual owner's units.

**Except for Emergency situations** all requests for work in the interior of your unit must be submitted to the office not to maintenance personnel directly.

All work will be at the owner's expense. The cost is based on the individual job.

## TENANTS

**ALL LEAKS SHOULD BE REPORTED TO THE OFFICE IMMEDIATELY.**

All tenants are required to call their owner's for any work needed in the unit.(EXCEPT FOR LEAKS)

We receive many requests from tenants to fix items in their units.

The minimum charge for entering into a unit is \$15.00 plus any parts used.

Any questions or clarification of any of the above, please contact the Association office at 609-347-4727, EMAIL [LTCA112@VERIZON.NET](mailto:LTCA112@VERIZON.NET)

# **NEW WINDOW SPECIFICATIONS**

All windows are to be double hung quality.

Vinyl Double-Paned White

Fully welded sash and frames

Tilt In for easy cleaning

LoE2 Glass and Argon Gas

Inside Half Screen mount or Full Screen

No grids between glass – Single Pane upper and lower

Safety locks for window height adjustment

Multi point locking system on windows and doors.

7/8” Glass with intercept space

All owners must notify office for approval of windows and

Doors they plan to purchase.

# **LOBBY**

**The lobby is not a meeting place..**

**You can wait in the lobby if you are having a car service pick you up or you are expecting someone to visit.**

**There will be no gathering in the lobby for any reason...**

**The maximum time allowed for any one person or group of people is 30 minutes...**

**LANDMARK TOWERS**

I HAVE RECEIVED THE RULES AND REGULATIONS AND AGREE TO  
ABIDE BY THE ASSOCIATION RULES

UNIT OWNER NAME \_\_\_\_\_

(PLEASE PRINT)

UNIT # \_\_\_\_\_

UNIT OWNER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

OR

TENANT NAME \_\_\_\_\_

(PLEASE PRINT)

UNIT # \_\_\_\_\_

TENANT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_