

BOARD OF TRUSTEES

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SOCIETY HILL

at Jersey City II

266 Willow Street
Jersey City, New Jersey 07305
Phone: 201-324-0028 Fax: 201-324-2959
SocietyHillJC2.com

April, 2015

THINGS YOU NEED TO KNOW

ASSOCIATION:

1. **STREET PARKING:** There is no street parking for any reason, at any time on any street including but not limited to unloading groceries.
2. **TOWING:** A towing company visits the Association at various times & will tow any vehicle not parked in a parking space or in a driveway. Vehicles parked on the street or in violation of parking rules, risk being towed.
3. **TRASH: COMPACTOR, RECYCLING and BULK DUMPSTER:**
 - a. The compactor accepts all regular household and “wet” trash. The half-moon driveway is closed when the containers in the garage are removed for emptying. Please return at another time to dispose of your trash. Typical closed hours are Mon, Wed & Friday from 8:30 am to 2 pm. Do not put any trash in dumpsters located in the street unless the dumpster is specifically labeled. The timing can be altered when the vendor/trucker experiences high volume periods (directly after a holiday or snow events) as well as traffic incidents that congest roads, etc. Please be patient. We encourage residents to dispose of the greatest part of your weekly trash by Thursday evening to avoid a full compactor over the weekend or when significant weather events are expected.
 - b. All **plastics, glass & metals**, considered recyclable should be placed into the door on the center marked as such.
 - c. All **cardboard boxes** must be ripped down and placed into the door on the center marked paper. At no time should any box be put into the bulk dumpster. Our bulk container is then “contaminated” and the JCIA (Jersey City Incinerator Authority) weighs the entire dumpster and issues the weight fine to the Association.
 - d. **BULK Dumpster:** This container (located over the wall in the Garage Ramp) is **only** for the disposal of SH II Resident’s Large Oversize Household Items, *such as couches, tables, chairs, and a runner carpet/mat.* At no time should any construction debris (sheetrock, kitchen or bathroom cabinets, toilets, tubs or recycling/cardboard be put into this container. Our bulk container is then “contaminated” and the JCIA weighs the Entire Dumpster and Issues the Weight Fine to the Association. Please look before throwing anything into the dumpster.
 - e. **ANYONE OBSERVED OR FILMED VIOLATING THE DISPOSAL RULES & REGULATIONS WILL BE FINED. Homeowner’s are responsible for the actions of their vendors and will be held accountable and fined.**
 - f. **Electronics** – these devices (TV’s, stereos, washing machines, etc.) can be disposed of but must be coordinated with the management office, 201-324-0028 or you can take directly to the JCIA at 13-15 East Linden Ave, JC.

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4. **STORM DRAINS:** *The City of Jersey City has advised that no one should throw anything, including papers, cigarettes, dog waste (in bags or not) or any kind of rubbish into the storm drains/sewers. These drains should only receive rain water. The other items are clutter and debris which results in jams and back-ups during heavy rain.*
5. All vehicles in SH II must have either a current SH II 2015 (Yellow) parking sticker or a current visitor's pass.
 - a. Any vehicle in a visitor's space is permitted up to 72 hours.
 - b. SH II parking tag will be given to vehicles with current, valid license plates & must be registered, as indicated by a current inspection sticker.
6. **SNOW REMOVAL / ICY SIDEWALK:** After a snow event, residents are requested to watch for the snow plow vendor/equipment & to move their vehicle so the vendor can clear the parking spaces. Spaces with a vehicle will not be plowed.
 - a. Resident vehicles in a guest parking space must cooperate with the plow vehicles & move.
 - b. If you experience an icy sidewalk or stoop, a supply of calcium chloride is provided in the containers stationed at the kiosks. Residents are encouraged to keep a small supply for themselves in addressing their limited common element areas when needed.
 - c. The snow vendor does not report to the property every day & snow that melts & refreezes should be attended to by our residents.
7. **NEIGHBORLY COURTESY:** Our homes are in close proximity to each other & we ask that you keep this in mind when playing music or having gatherings.
8. **2015 CENSUS:** The Association has begun the Annual Census Drive. Please realize that in order to be eligible for pool passes that a **current** 2015 Census/pool application must be on file for the Homeowner as well as a Tenant.
 - a. The census information collected is used to update phone contact information for the residents of the unit.
9. **POOL:** A pool application is not necessary when the resident and homeowner have fully completed a 2015 census. As in past years, late registrations will result in an additional fee of \$30; any census / application not completed in full after May 11 is late.
10. **Feeding Animals / Birds:** the Association does not permit feeding any animals, including the birds. It can be potentially dangerous. The Association is located along the water front that not only may have opossums, but raccoons and river rats. The last thing that we want to do is encourage animals, with seeds, bread, etc., that are living in our proximity to feel comfortable about wandering into areas with our residents, children and pets.
11. **Walkway / Entry Gates of Community:** The river walk, main thoroughfare (Society Hill Drive) and the entry gates are run, maintained and are part of the DPWA (Droyers Pointe Walkway Association which all three Associations are members of).
12. **DPWA (Droyers Pointe Walkway Association):** the DPWA is an association which is made up of the three Society Hill communities, Society Hill I, Society

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- Hill II & Droyers Point. The DPWA addresses and manages the items that are common to all three Associations, which include but is not limited to the entry gates, the maintenance and clean-up of the walkway, the main street, Society Hill Drive and the clock tower area. If you experience a problem with the guard gates, be it security related or otherwise or experience a light out on the walkway, please report these items with as much detail as possible, i.e. light pole number, to the management office by email, Cathy@taylormgt.com or in writing. Your manager is responsible to communicate these issues to the DPWA & manager.
13. Management Office: the office is regularly open on Mon, Tues., Wed., & Fri., 9 am to 5 pm and Thursday 11 am to 7 pm.
 - a. In preparation for pool sign up, specific dates & extended times are being posted to address registration. Please be sure to bring the items cited from the pool registration list, along with your driver's license & vehicle registration. Keep in mind that the manager on occasion is on the grounds for inspections as well as attending to requests, mailings or post office runs. For your convenience, email your expected arrival & we will try not to be out of the office at that time.
 14. **Security:** We are a community and please watch out for your neighbors. If you see something, say something, call the JCPD at 201 – 547 – 5456. Let them decide if there is a problem.

RESIDENTIAL:

1. **INSURANCE:** The Association's deductible is \$5,000. We recommend that you confirm with your homeowner's insurance or obtain through your carrier a rider that would cover this deductible if your claim/loss would require the Association's policy to activate.
 - a. Homeowners / Residents should have insurance coverage for the dwelling &/or their possessions. HO-6 policy or for a tenant a renter policy.
 - b. Flood Coverage: The Association does not retain flood coverage. The buildings are not built in a flood zone. The areas / roads around the buildings are. Need your unit's flood cert, please contact the office.
2. **KEYS:** A neighbor or someone local should have a key to your unit and this information should be provided to management so if there is an emergency, i.e. water coming from your home, someone representing your interests can be contacted and open the unit to address the issue. Any costs associated with a locksmith or damages to the structure from gaining entry to address a homeowner problem are the responsibility of the homeowner and would be billed to the unit.

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- a. *Experiencing a Leak:* We recommend your first action is to knock on your neighbor's door if you have not located anything leaking in your unit. Some units may need to knock on both the neighbor's to either side of their unit as well as the units located directly behind.
3. **UNIT RENTAL:** The Association's By-Laws require that a copy of the lease for any tenant be provided to the office. You can email to Cathy@taylormgt.com.
- a. Homeowners must provide the rules and regulations to the tenant prior to their occupancy of the unit as well that the Census form should be completed and provided to management.
- b. The residents contact information from the census will be supplied to the gates for guest access.
- c. Remind your tenant that all vehicles located in SH II, garaged or not, must display Association parking stickers.
4. **HEAT SETTINGS:** keep your thermostat set at 55 degrees if you are planning to leave your home for extended periods of time to avoid rupturing any water pipes. (leave open cabinet doors where piping is, to avoid excessive cold pockets, i.e. sinks)
5. **DRYER VENTS:** It is recommended by the Chimney Safety Institute of America (CSIA), to have serviced every year by a licensed contractor to save money on your utility bills and to avoid any fire hazards within your home. **Keep the receipt** – you may need to provide proof that it was serviced.
6. **HOT WATER HEATER:** If you have an original unit or it is older than 8 years, the unit should be replaced. Extensive damages occur when these break. At minimum, for \$11 you can purchase a water alarm. Place the diode (sensor) in the pan of the water heater & an alarm sounds when a leak starts to occur. **Keep replacement receipt** – you may need to provide proof that the unit was replaced.
7. **WASHING MACHINE / DISHWASHER & REFRIGERATORS – hoses:** If you have not already, replace these hoses with stainless steel, high pressure hoses that will prevent any leakage and damages.
- a. A Water Alarm for \$11 can be purchased and easily placed at these locations that can sound an alarm to notify of water leakage early. We are aware that there have been 2 recent cases that refrigerator water / ice lines have leaked and caused significant damage in both units. Fyi – the water lines for refrigerators are likely to be brittle if they have been there for a long time, if you move the fridge to clean behind it, watch for subsequent leaks.
8. **FIREPLACE CHIMNEY:** It is recommended by the Chimney Safety Institute of American (CSIA) to have chimneys cleaned. Homeowners should **keep a copy of the receipt**. They may be required to provide proof of maintenance. This cleaning will also reduce heating costs and the potential risk of loss of life or property due to fire.
9. **PATIO / BACKYARD AREAS:** Homeowners are responsible for keeping these areas free of debris, weeds, trees, trash, etc. and the area should not be used for general storage. Bushes or plants should not exceed the height of the surrounding fence. These white fences can be washed easily with "Simple

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Green". Spray on, agitate gently and hose off. Simple Green is biodegradable and plant safe.

10. Exterior automated sundown to sun up compact florescent light bulbs are available – Online at Home Depot. These are Phillips light bulb Home Depot internet #203320817 (model # 171770). We encourage residents utilize under decks, on side patios and front entry ways. The office also has an offer for first time users, one provided at no cost.

If you rent out your unit, please be sure to provide a copy of this information to your tenant.

Most of all, please report any condition issues of the common areas of our community so they may be addressed in a timely manner.

Happy and Healthy Summer of 2015,

Cathy Dodd, Association Manager
Taylor Management Company, AMO AAMC
Accredited Management Organization
An Accredited Management Company

Being the Best By Serving Together