

**EXECUTIVE HOUSE
CONDOMINIUM
ASSOCIATION
RESIDENT HANDBOOK**



Executive House Condominium Association
301 Beech Street
Hackensack, New Jersey 07601
Phone: 201.488.5838 • Fax: 201.488.6759
www.executivehousecondo.org

October 2019

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Introduction

Residents of the Executive House take pride in their homes and strive to maintain a high quality of living to protect the peace and tranquility of this multi-unit dwelling. Daily care and capital improvements enhance the building's appearance and preserve both the structure and the building's grounds. The Association considers these ongoing activities necessary to protect the unit owners' investment.

The Board of Directors, Management, and Staff are proud of past accomplishments and their goal is to continue to maintain a high quality of living standard for all residents of the Executive House.

This handbook was created to familiarize all Residents with the building and its rules and regulations. Please contact Management with requests, suggestions, or questions about any of the information included in this handbook, and visit our website at www.executivehousecondo.org for additional information, updates, and announcements.

It is our pleasure to serve this community and we hope that you enjoy your home at the Executive House.

We wish you good luck, good health, and success.

Board of Directors
Executive House Condominium Association

RCP Management

Contacts

Executive House

Front Desk.....Phone: 201.488.5838

Fax: 201.488.6759

RCP Management.....Phone: 609.683.7980

Fax: 609.683.5495

City of Hackensack

Fire Department.....Phone: 201.646.3942

Police Department.....Phone: 201.646.7777

City Hall / Administration.....Phone: 201.646.3980

City Clerk.....Phone: 201.646.3940

City Manager.....Phone: 201.646.3900

Health Department.....Phone: 201.646.3965

Legal.....Phone: 973.565.2042

Municipal Court.....Phone: 201.646.3971

Public Works.....Phone: 201.646.3950

Recreation Department.....Phone: 201.646.8042

Tax Assessor.....Phone: 201.646.3924

Tax Collector.....Phone: 201.646.3929

Board of Directors

The Executive House's Board of Directors are elected by its unit owners to manage the business of the Corporation. Its primary function is to review the daily activities of the Managing Agent, prepare the budget, manage the assets of the Corporation, and safeguard the financial stability of the Corporation. This is accomplished by appointing the Officers of the Corporation and retaining the services of legal, accounting, and management professionals.

There are seven (7) members of the Board of Directors and each must be a unit owner or the spouse of a unit owner. Proof of ownership must be provided to run for a position on the Board of Directors.

Officers of the Corporation

The four (4) Officers of the Corporation are appointed by the Board of Directors to perform specific duties for the Corporation:

- **President:** Arranges and presides over the Annual Unit Owner Meeting and the meetings of the Board of Directors with the assistance from the Management company.
- **Vice President:** Assumes the duties of the President, if necessary.
- **Secretary:** Records the minutes of the Annual Unit Owner Meeting and the meetings of the Board of Directors.
- **Treasurer:** Provides the authorization for the financial transactions of the Corporation.

Management

The Managing Agent is the company contracted by the Board of Directors to handle daily management of the Corporation. This includes the supervision of the maintenance and repair of the building and its property, managing billing, the collection of monthly maintenance fees (or other related fees), managing both the accounting record of the Corporation, and payments to vendors on behalf of the Association.

The Executive House Condominium Association is under management of:

**RCP Management Co.
2 Commerce Drive, Suite 101
Cranbury, New Jersey 08512
Phone: 609.683.7980**

(press 9 for emergency assistance outside of business hours)

The Property Manager is an employee of the Managing Agent and acts as the liaison between the unit owners and the Board of Directors and coordinates all business operations of the Corporation.

The Executive House's Property Manager or Property Administrator are the main contacts at the Management company and are available to answer unit owners' questions and to provide assistance.

Staff

The Executive House has an experienced and knowledgeable Staff available to manage building maintenance issues.

The Superintendent and Staff are on hand to make repairs to units provided that the repair request is submitted in writing via a Work Order form (available at the front desk) by the unit owner (no verbal maintenance requests will be honored). Please note that in-unit repairs

are a courtesy and are not the responsibility of the Association and therefore are billed to the unit owner at a rate of \$20.00 per half hour (\$20.00 minimum; duration rounded up to the next half hour) plus the cost of parts and New Jersey sales tax on labor. Though Work Orders are billed and collected by the Executive House, these reduced-price services by the Staff are available to unit owners if time allows after common areas have been attended to as that is their first priority. These services are performed by our Staff during normal working hours, from 8:00AM to 4:30PM, Monday through Friday (except on building holidays). If our Staff cannot perform the repair, an outside vendor / contractor must be contacted by the unit owner. If our Staff is involved in a building project or building emergency and are unable to perform a repair, an outside vendor / contractor must be contacted by the unit owner.

Phone numbers for suggested vendors / contractors (e.g., plumber, electrician, locksmith, window replacement, window washer, HVAC repair) who are familiar with the building are available at the front desk and on the Executive House Website (www.executivehousecondo.org).

Residents

1. All owners and tenants are bona fide residents of the Executive House.
2. All children of owners and tenants who physically reside at the Executive House on a full-time basis, except when on vacation, and who do not maintain any other residence are bona fide residents of the Executive House.
3. All children of owners or tenants who would normally reside at the Executive House on a full-time basis unless maintaining a separate residence for the sole purpose of attending school on a full-time basis are bona fide residents of the Executive House.

4. All children of owners and tenants who maintain a separate residence for any purpose other than attending school on a full-time basis are NOT bona fide residents of the Executive House.
5. Any person listed on a deed of a unit within the Executive House is an owner.
6. All recreational facilities of the Executive House including but not limited to the pool, are available for use by all bona fide residents of the Executive House, subject to such rules and regulations promulgated and / or approved by the Board of Directors.
7. Non-resident employees of the Executive House are not entitled to use the common area facilities without prior authorization from the Board of Directors.
8. Resident employees of the Executive House and their families and guests (in addition to unit occupants) are subject to all provisions of the Rules and Regulations.
9. Unit occupants shall exercise extreme care to avoid causing loud or objectionable noises and using or permitting a device in such a manner as to disturb or tend to disturb other unit occupants.

Guests

1. An adult unit occupant using any of the common area facilities, including the pool and meeting room, must accompany all guests with no exceptions.
2. Unit owners / residents assume responsibility for the actions of their guests.

Holidays

The Executive House's official holidays are as follows:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving
6. Christmas

After-Hours Emergencies

Please call the front desk or the Management company if you have an after-hours emergency. Either the Superintendent or the Property Manager will be contacted, and they will respond to the call, taking the necessary actions to remedy the issue.

Examples of after-hours emergencies are as follows:

1. Lockout: If you are locked out of your unit, please contact the front desk. A duplicate of the owner's unit door key must be kept in the lockbox at the front desk in the case of an emergency that requires access to the unit. If a copy of the key is not retained, a locksmith (Main Lock, 762 Main Street, Hackensack) must be contacted.
2. Plumbing: If a toilet overflows, a sink is clogged and overflowing, or a pipe breaks, please contact the front desk.

3. Heating / Cooling: If your heating and cooling system has a clog or leak, please contact the front desk immediately.
4. Electrical: If electric-related issues are encountered, please contact the front desk. The Superintendent will assess the situation and determine a possible solution or suggest if you should contact a contractor or the public utility service. If an electrical or wiring problem is specific to an individual unit, the unit owner must contact a licensed electrician.

Maintenance Fees

1. Maintenance fee statements (which include any additional charges such as those for Work Orders, parking space rental, etc.) are typically received by unit owners around the 25th of the month and due on the 1st of the month. A return envelope is included for unit owner convenience. Fees received after the 15th of the following month will be charged a late fee of \$50.00.
2. Please do not include any correspondence with monthly maintenance fee payments but rather contact the Property Manager directly (see page 4 for contact details) with any questions.
3. If a unit owner's maintenance fees or any additional charges become delinquent, the Association may elect to suspend the unit owner's / resident's rental parking spaces, pool privileges, and Board of Directors meeting attendance. The Association may elect to do the same as a result of serious and / or repeated infractions by a unit owner / resident in contravention of the provisions of the Master Deed, By Laws, Rules and Regulations, or Policies and Procedures of the Association.

Smoke / Carbon Monoxide Detectors

1. All units (either occupied by an owner or tenant) must be inspected for a working smoke and carbon monoxide detector. The New Jersey Department of Community Affairs Division of Codes and Standard Bureau of Housing Inspection and / or the local Fire Sub code Official will perform these inspections. The Association will notify residents of any scheduled inspections.

DIVISION OF FIRE SAFETY – Uniform Fire Code Update:

“(c) Ten-year sealed battery-powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217, incorporated herein by reference. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery powered smoke alarms.

*The effective date of this subsection shall be January 1, 2019. **

2. **The Hackensack Fire Department recommends that all unit owners / residents test their unit’s smoke and carbon monoxide detectors regularly.**
3. **Do not disconnect smoke or carbon monoxide detectors for any reason for both your protection and the protection of the other residents of the building.**

Fire Safety

1. Know the location of the two closest exist stairwells and count the number of doors between your unit and the stairwells to aid in your escape if the hallway is dark or smoke filled.
2. A fire emergency plan is in effect at the Executive House. Please request a copy from Management if you haven't received one.
3. Place emergency numbers and your address near each telephone in your unit so guests can report their location to the authorities if necessary.
4. Never lock or block fire exits or doorways, hallways, or stairwells, or prop open the fire doors. Fire doors provide a way out in an emergency and slow the spread of fire and smoke.
5. Ensure the stairwell doors on your floor close tightly on their own and are kept tightly closed.
6. Keep the laundry room door closed when the room is unoccupied.
7. Repair or replace electrical appliances that do not work or emit an unusual odor (a possible sign of a problem that could cause a fire).
8. Use only appliances approved by an independent testing service such as Underwriter's Laboratories, Inc. (UL).
9. Keep heat-producing equipment / appliances away from the wall and any flammable materials and leave plenty of space for air to circulate around the equipment / appliance.
10. Use caution when cooking – turn pot / pan handles towards the back of your stove. Never leave cooking food unattended. Keep flammable objects such as potholders and dishtowels clear

of burners. Turn off the stove, oven, and other appliances / equipment promptly when not in use.

11. Never overload electrical circuits / outlets. Do not place extension cords across doorways, under carpets, rugs, or furniture, or where they will be stepped on. Check the amperage load specified by the manufacturer of the testing laboratory and do not exceed it. Do not plug extension cords into one another and promptly replace an electrical cord that is cracked or has a broken plug.
12. Never smoke in bed or where you may fall asleep. Dispose of smoking material safely by soaking matches, cigarettes, cigars, candles, etc. in water so they are fully extinguished before discarding. Do not throw lit cigarettes or cigars off terraces.
13. Keep matches and lighters out of the reach and sight of children.
14. Keep flammable material away from heat as a fire can quickly spread when paper, grease, or other combustible materials are left near a stove, oven, toaster, candle, or other source of heat.

Winter Safety

1. While the Executive House is responsible for ice and snow removal, it is not always possible to eliminate winter hazards or prevent slippery surfaces.
2. Icy surfaces are more slippery at 32 degrees than at 10 degrees and are topped with a thin surface of water making it more perilous.
3. Ice can form on steps and terraces (bridges usually accumulate ice before roadways) before appearing on sidewalks and can cause slick surfaces.

4. Use caution when walking up or down stairs or curbs, place your entire foot on each step, and use the handrail.
5. Keep at least one hand free at all times and avoid walking in bad weather if you are unsteady on your feet.
6. Do not go out into the parking lot when it is being plowed as the plow driver cannot always see people as they are walking through the lot.
7. Be cautious and use common sense when entering and exiting the building and driveways, and when walking or driving through the parking areas.
8. When the temperature nears or drops below 32 degrees it is advisable to monitor weather reports frequently for adverse weather such as extremely low temperatures, icing, heavy snowfall, and other dangerous conditions.

General Safety

1. People working together can prevent or solve most crimes.
2. Get to know your neighbors and exchange phone numbers for emergency use. Make friends and be aware if a neighbor may need special help in an emergency.
3. Let the Staff and your neighbors know if anything seems suspicious.
4. Keep an eye on the parking lot and other units.
5. Immediately report to the Staff if there are any safety-related issues (e.g., broken locks, malfunctioning fire extinguishers, unsecured doors, inoperative lights in the hallways, stairwells,

garage, or parking lot) in the hallways or on the grounds of the building.

6. Keep emergency phone numbers near your phone.
7. Call 911 if you see a crime in progress or have an emergency. To report a crime after the fact, call the non-emergency police phone number (see Contacts).
8. If there are small children who reside in or visit your unit, it is recommended that window guards be installed for safety. A link to a website where these guards can be purchased is available on the website.
9. No one is permitted on the roof of the Executive House except authorized personnel.

Unit Owner and Association Responsibilities

In a condominium association, the property is divided into common elements, limited common elements, and the individual units. The responsibility of the repair or replacement of items in an area is determined based on how that area is categorized (this is addressed in detail in the Executive House Public Offering Statement). For example:

1. The Association shall be responsible for the maintenance, repair, and replacement of all common elements and limited common elements (excluding terrace ceilings and floors), including without intending to limit the same to, portions of the units which contribute to the support of the building, outside walls of the building, stairwells, structural slabs, roofs, interior boundary walls of units and load-bearing columns; and all conduit ducts,

plumbing, wiring and other facilities for the furnishing of the utility services which may be contained in the unit.

2. The unit owner shall be responsible for appliances and plumbing fixtures and the interior wall(s), ceiling and all floor surfaces, including any improvements, made within the unit itself and floors, wall(s), or floor coverings, built-in fixtures, and personal items within a unit. A unit owner shall be responsible for the maintenance, repair and replacements (at their expense) of any and all portions of their unit. Please refer to the 4th Amendment to the Master Deed and By Laws.
3. **Unit owner's responsibility:**
 - a. Interior plumbing
 - b. Interior maintenance
 - c. Interior electric
 - d. Interior insurance
 - e. Interior lighting
 - f. Interior painting
 - g. Interior exterminating
 - h. Heating / cooling system (convector)
 - i. Real estate taxes
 - j. Windows, terrace sliding doors, screens, and unit entry doors and locks
 - k. Fixtures, smoke detectors, carbon monoxide detectors, and cabinets

4. **Association's responsibility:**
 - a. Management
 - b. Exterior building maintenance and repair
 - c. Common area electric
 - d. Common area insurance
 - e. Exterior lighting
 - f. Landscaping
 - g. Snow removal
 - h. Trash removal
 - i. Removal of recyclables
 - j. Common element maintenance and replacement

Compliance

1. The Board of Directors shall be empowered to withdraw the privilege or use of the common facilities (e.g., parking, pool, Board of Directors meeting) from the unit owner or residents of a unit that consistently violate these Rules and Regulations.
2. The Board of Directors shall be empowered to levy fines against any unit owners / residents for damages caused by unit occupants or guests of the unit owner / resident.
3. Employees of the Association shall be empowered to call for police assistance in the case of residents or guests abusing, vandalizing, or trespassing upon the common area.

4. It is requested that unit owners / residents not contact any government agency when a building issue is encountered. Instead, the unit owner / resident should contact Management, the Superintendent, the front desk, or any member of the Board of Directors. If an agency is contact and an inspection of the building is conducted that results in either fines levied to the Association and / or unplanned building renovations, the Association may be obligated to raise maintenance fees for all unit owners to covers said expenses.

Noise

1. Unit owners / residents shall not use or be permitted to use such units or common elements in any manner which may be unduly disturbing or a nuisance to other unit owners / residents thereof, or in such manner as would be injurious to the reputation of the Association.
2. Because sound travels between units (especially vertically), please be considerate of your neighbors, especially when sliding closet / shower doors, closing cabinet doors / drawers, and walking around your unit.
3. Unit occupants shall exercise extreme care to avoid causing loud or objectionable noises and using or permitting a device in such a manner as to disturb or tend to disturb other unit occupants.
4. 80% of unit floors must be covered with carpeting with at least a 30-ounce carpet and, more importantly, 6lb padding to avoid noise to residents below as per the 5th Amendment to Master Deed and By Laws.
5. As a courtesy to your neighbors, please keep conversational, radio, television, etc. volume low between the hours of 10:00PM and 9:00AM.

6. Guest and tenant behavior are the responsibility of the unit owner.
7. **No construction noise (including hammering and drilling) is allowed on weekends, between 4:00PM and 9:00AM on weekdays, or building holidays. Violation of this rule will result in a \$200.00 fine.**

Solicitation

1. Solicitation (including posting of any signs [including for sale / rent signs], inside or outside of any unit) without prior approval from the Board of Directors is prohibited.
2. Unit occupants who are agents for outside commercial interests shall not solicit other unit occupants in person, by telephone, or via email, nor shall any commercial or retail business activity be conducted in any unit other than those designated for such use.
3. There is a bulletin board in the laundry room for owner / resident use.
4. No group tour or exhibition of any unit or its contents shall be conducted nor shall any auction sale be held in any unit (including tag sales or open houses).

Access

1. The agents of the Association and any contractor or worker authorized by the Association or the Managing Agent may enter any room or unit in the building at any reasonable hour of the day for the purpose of inspecting such room or unit for the presence of rodents, insects, or other pests. Unit owners will be

notified prior to the day of the inspection. Costs for the extermination of a unit are the responsibility of the unit owner.

2. The Superintendent shall retain a key to each unit (keys are stored in a locked box) with the implied consent to enter said unit in the event of an emergency. If a key for entry to a unit is not provided to the Superintendent, the Superintendent (or other building employee) may enter said unit forcibly during an emergency situation. The unit owner shall be liable for any damage or destruction caused to the building, unit door, or to property of other unit owners due to the aforementioned situation. If entry is necessary, a phone call will be made to the resident so please be sure to provide the front desk with an emergency contact phone # for your unit.
3. If a key is entrusted by a unit owner / resident or occupant to an occupant, agent, household help, employee, visitor, or an Executive House employee, whether for such unit, a motor vehicle, storage space, or other item of personal property, the acceptance of such key shall be at the sole risk of such unit owner / resident or occupant, and the Association shall not be liable for injury, loss, or damage of any nature whatsoever directly or indirectly resulting from or connected therewith. Keys cannot be left at the front desk.

Hallways / Stairwells

1. No common hall or unit owner entry door shall be decorated or furnished by any unit owner or resident in any manner (e.g., door mats, wreaths, umbrella stands). Holiday wreaths are permitted during the month of December only. However, it is requested that they not be live evergreens that shed on the hallway carpet.
2. The common hallways and stairwells of the building shall not be obstructed or used for any purpose other than for entry and exit

from the unit or building. No tricycles, bicycles, scooters, baby carriages, strollers, walkers, barrels, shopping carts, umbrellas, footwear, or garbage of any kind shall be allowed to remain in the hallways, stairwells, elevators, lobby, parking lot, or garages.

3. No bare feet or other stages of undress are allowed in any common area of the building (e.g., lobby, hallways, laundry room) except the pool area (proper bathing attire must be worn at all times).
4. No furniture, packages, or other items of any kind shall be permitted to remain in or on any hallways, stairwells, walkways, or any other portion of the common elements. Any deliveries for unit owners / residents will be placed in the package room.

Storage

1. No gasoline-operated motors or flammable substances shall be placed in the storage rooms.
2. The Superintendent has a list of the storage bins by number and unit owner so that unit owners can be notified in case of fire, flood, or damage.
3. Storage bin doors are equipped with a place for a lock. Maintaining a lock on a unit owner's storage bin is the responsibility of the unit owner. The key to both storage rooms is available at the front desk.
4. All property in the storage bins is stored at the unit owner's risk and is not the responsibility of the Executive House or the Association.

Terraces

1. Only electric grills are permitted on terraces. Propane, charcoal, or any non-electric grill or smoker are strictly forbidden by the Board of Directors.
2. No satellite dish, radio or television aerial or antenna shall be attached to or hung from terraces (limited common area) or the exterior of the building. No window air conditioners are permitted.
3. Residents are permitted to use outdoor string lights on their terraces. In order to maintain a consistent appearance for the outside of the building, all string lights shall be tightly affixed to the inside of the horizontal terrace railing using zip ties, not wrapped around the grating, horizontal railing, or vertical posts, hung from the ceiling or terrace divider, or affixed to the exterior building. String lightbulbs must be clear or white, under 7 watts each, and must not blink, twinkle, or change color. Terrace lights may not remain lit during daylight hours. These lights must be connected to a timer set to shut off at midnight, at the latest.
4. No new tile may be installed, and no carpeting or artificial turf is permitted on terrace floors as it will cause water to accumulate and destroy the concrete pad.
5. Only small, low, horizontal storage units are permitted on terraces. Large or vertical storage units are not permitted on terraces. All furniture, storage units, plants, etc. on terraces must be brought indoors during especially windy weather to avoid damage.
6. With the exception of the aforementioned string lights and the flag of the United States of America, all terraces must appear uniform from the exterior of the building. No portion of terraces may be painted with the exception of terrace ceilings

which can only be painted an approved white. Terrace ceilings must be properly maintained by the unit owner.

7. A common divider exists between two units and was installed by the Association. No change or addition to the existing divider is permitted.
8. Nothing, including cigarette or cigars, may be thrown from a window or terrace.

Trash / Recyclables

1. Each floor has a refuse room with two (2) recycling bins labeled “Glass” and “Aluminum”, a storage shelf, and a refuse chute. Glass bottles and plastic containers should be placed in the “Glass” recycling bin while aluminum cans and other metal items should be placed in the “Aluminum” recycling bin.
2. Only neatly stacked newspapers and magazines should be placed on the shelf. Only household garbage in sealed plastic bags should be pushed down the chute. Cardboard boxes of any size (including pizza boxes and cereal boxes) should not be placed on the shelf but rather taken down to the lower lobby and placed in the rolling refuse container to the left of the elevator.
3. Disposal of large items (e.g., dishwashers, refrigerators) requires a permit which must be obtained from the City of Hackensack for \$10.00. The city will provide instructions for the pickup of such items.
4. Large bulk items (e.g., furniture, carpeting) can be placed on the curb next to the lower driveway for collection the night prior to pickup of “5 and 6 South Side Rubbish” collection dates. Those collection dates can be found by going to www.hackensack.org.
5. The Staff will not dispose of any garbage left in the hallways.

6. Do not send sharp (e.g., needles, broken glass, knives), dangerous, aerosol cans, or bulky (e.g., umbrellas, pillows, comforters) items down the chute to avoid injuring our Staff.

Heating / Cooling

1. Each unit owner is responsible for the heating and cooling systems (convectors) in their units. If mechanical problems or a leak / overflow are encountered, an HVAC contractor must be contacted. Please see the front desk for a suggested contractor.
2. For a nominal fee, the Staff offers annual servicing of our in-unit heating and cooling systems (prior to or during the cooling season). This maintenance includes the changing of filters, replacing anti-clog capsules, oiling motors, and installing drain openers. Despite this servicing, all unit owners and residents are responsible for their own in-unit heating and cooling systems and any associated damage so please check your drains for clogs weekly with a flashlight during the cooling system. If you have a clog, try to remove it and flush it with water. If you need assistance, please contact the front desk immediately

Energy Saving Tips

1. Wasting energy increases the building's energy costs which are assumed by the unit owners through increased monthly maintenance fees. Please conserve energy (including the heating / cooling system) and water when possible.
2. When leaving a unit for four (4) or more hours, adjust the heating / cooling system temperature accordingly.

3. When leaving a unit for more than one week it is recommended that you assign someone to inspect your unit, including the heating / cooling system, for leaks.
4. Close blinds and / or curtains at night in the winter and during the day in the summer.
5. Do not leave faucets running unnecessarily and have drips / leaks fixed immediately.

Parking

1. The Board of Directors may enforce the designation of parking spaces for the use of a unit occupant by having unauthorized cars or vehicles towed at the owner's expense. The Board of Directors may distribute information to enforce any other parking regulations. Vehicles of unit occupants must be parked in spaces assigned by the Association or will be considered illegally parked. There is no parking in the front of the building. If you authorize someone else to park in your space it is recommended that you inform the front desk so that no mistake is made regarding the possibility of someone illegally parking in your space.
2. Parking under the canopy in the front of the building is only for the pickup or delivery of residents, groceries, or packages. The yellow curb around the entire front driveway is a Fire Zone and no parking is permitted. The Hackensack Police Department or Fire Department may ticket any vehicle if it is illegally parked in the Fire Zone. If a vehicle is standing or waiting for a pickup (with a driver in the vehicle), they must wait on the other side of the island as per the Fire Captain of the Hackensack Fire Department (no exceptions).

3. Visitor parking consists of five (5) spaces for guests and are not to be parked in by residents. No long-term parking is permitted by visitors or household help in these spaces.
4. Overnight parking by visitors is available on a first come, first service basis and permitted outside the upper garage with a temporary parking pass and is not meant to be used by the same visitors every night or every weekend but rather by occasional guests. No overnight parking is permitted in the visitor parking area. Visitors must see the front desk to obtain a temporary parking pass which must be displayed in the front windshield of the vehicle. Vehicles left outside the upper garage without a parking pass properly displayed (license plate number and expiration date clearly visible) will be towed. Vehicles should be backed into these spaces so the parking pass is clearly visible.
5. If a unit owner's maintenance fees or any additional charges become delinquent, the Association may elect to suspend all rental parking spaces and the owner would be required to reapply for a new parking space after these fees have been brought up to date.
6. Note that the Association may, at its option, elect to suspend all parking (and pool and Board of Directors meeting) privileges for an owner or resident as a result of serious and / or repeated infractions by the owner and / or resident of the unit in contravention of the provisions of the Master Deed, By Laws, Rules and Regulations, or Policies and Procedures of the Association.
7. Parking spaces in the garage or outside lot are to be used for motor vehicles only and only one (1) vehicle per space.
8. No automobile repairs, oil changes, car washing, etc. may take place on any portion of the property. The parking areas shall not be used for any other purpose other than to park motor vehicles. No large trucks or commercial vehicles, campers, recreational

vehicles, car trailers, or boat trailers are permitted in the parking areas or driveways. No vehicles may be left unattended at the lobby entrance. No recreational activities shall be permitted in the parking areas or driveways. Nothing is permitted to be stored in any parking space other than motor vehicles. Motorcycles are not permitted to be parked in any parking areas. All motor vehicles shall only be parked in designated parking spaces.

9. Speeding in the garage or parking lot will not be tolerated.
10. All drivers of vehicles parked on premises must be properly licensed and all vehicles parked on premises must be properly registered. No abandoned or unregistered vehicles may be stored on the property.
11. Vehicle owners are responsible for preventing oil or fluid leaks from their vehicle in the garage and parking lot. Any expenses associated with the cleaning of a vehicle's fluid leak will be charged to the unit owner / resident. Fines will be levied for fluid leaks that persist for more than 24 hours;
 - a. 24 hours \$35.00
 - b. 48 hours \$50.00
 - c. 72 hours \$75.00
 - d. over 72 hours \$250.00

Mailboxes / Deliveries

1. Mailboxes are the property of the United States Postal Service (USPS). If a mailbox key is lost, fill out a Work Order and a new key and lock will be provided for a fee which will be billed to the unit owner.

2. If you are away for more than one week, please put your mail on hold or assign someone to pick up your mail / packages.
3. Packages must be picked up the same day they are delivered as the package storage room is small.

Laundry

The washing machines and dryers in the room are owned and maintained by a professional laundry management company. Our Staff's responsibilities only lie with the maintenance of the room's utilities (e.g., water supply, drainage) and cleanliness of the room. All owners / residents must obey the following rules and regulations.

1. The laundry room is for owner / resident use only.
2. Read signs posted in the laundry room and on the washing machines and dryers for instructions on proper use.
3. Do not use more than three (3) washing machines or dryers at a time.
4. Measure your detergent and do not use more detergent than is indicated on the washing machine. Using more than the recommended amount will degrade the machine and increase the likelihood of a breakdown.
5. Do not overfill a machine with clothing, towels, sheets, etc. as overfilling will degrade the machine and increase the likelihood of a breakdown.
6. If you encounter an issue with a washing machine or dryer (e.g., does not fill, does not drain, does not spin, did not return coins), place a sign provided on the shelf on the broken machine and notify the front desk of the issue so the laundry management company can be contacted for service.

7. If money is lost in a machine, contact the 800 number on the signs in the laundry room.
8. **Remove items from washing machines and dryers immediately after cycle has ended. Set an alarm for several minutes prior to the end of a cycle to remind yourself to empty machines. Any clothing, towels, sheets, etc. left in the laundry room for more than 48 hours will be discarded.**
9. Clean dryers' lint trays immediately after use.
10. The Association is not liable for any damage to clothing, towels, sheets, etc. as the result of a residents use of the building's washing machines or dryers. Any items left unattended in the laundry room are at the residents' own risk.

Pool

The Executive House's pool is managed by a professional pool management company. All owners / residents and their guests must obey pool rules and regulations.

The following pertains to the fenced area surrounding the pool, including the sundeck and pool. Management (or their acting agents) has the authority to request any person to leave the pool or surrounding area in the event of non-compliance with the following rules:

1. Only owners and residents in good standing with the Association will be permitted to use the pool and surrounding area.
2. Owners may transfer their pool privileges to their tenants in the event they lease their unit as long as a copy of the lease and lease rider are on file with Management.

3. Weather and staffing permitted, the pool shall be open from Memorial Day to Labor Day – weekends only in June; daily in July and August.
4. **Residents must sign the pool log located at the pool entrance. Only bona fide residents and their guests (no more than four [4]) will be admitted. All guests must be accompanied by an adult resident 21 years or older.**
5. Unit owners and residents may only register their guests for their unit and may not register guests for any other unit. Unit owners / residents must accompany their guests at all times.
6. Owners / residents and guests walking to / from the pool must wear proper attire and footwear including in the lobby and elevator.
7. In order to maintain the safety of owners / residents and guests, every effort must be made to enter the building areas as dry as possible. Please clean up any water that you may have dripped onto the floor in common areas immediately.
8. All persons using the pool must wear an appropriate bathing suit.
9. Toddlers in diapers above the age of two (2) will be permitted in the pool only if they are wearing an appropriate diaper.
10. An adult must accompany children under the age of fourteen (14) at all times.
11. Pool furniture cannot be removed from the pool area.
12. Ashtrays are available for smokers but smoking while in the pool, tossing matches cigars, cigarettes, or other material around the pool is prohibited. The back deck (terrace) is the designated smoking area. All waste must be deposited in receptacles provided for that purpose.

13. Food and refreshments are permitted only in the table area. Only canned beverages or beverages in plastic containers are permitted in the area around the pool. No glass bottles, glass baby bottles, or glassware are permitted.
14. No alcoholic beverages are allowed in the pool area.
15. No roughhousing or ball playing is permitted in or around the pool.
16. Running in the pool area and running dives are prohibited.
17. No flotation devices are permitted except for common floating devices used in a community pool (e.g., “noodles”, safety floats, floaties for kids).
18. No radios, televisions, or audio devices are permitted, except those with earphones.
19. The pool staff may close the pool at its discretion due to inclement weather.

Barrels / Carts

1. Barrels are available from the front desk for the transportation of groceries or other household items within the building.
2. Shopping carts are available inside the upper garage for the transportation of groceries or other household items within the building.
3. **Neither barrels nor shopping carts are to be left within a unit, in an elevator, or any common area, they must be returned immediately after use.**

Meeting Room

1. The Executive House's meeting room on the lower level is available for private events (not including Association-sponsored events).
2. Meeting Room Request Forms are available at the front desk.
3. The following fees apply for the rental of the meeting room:
 - a. \$50.00 – non-refundable pre-event cleaning charge (the room must be returned in the same condition)
 - b. \$125.00 – refundable deposit (returned if no damages / problems)
4. Please make sure to inform your guests that on-site parking is limited so street parking is recommended when attending an event in the meeting room.

Pets

The Executive House Pet Policy / Rules and Regulations adopted by the Board of Directors in the Third Amendment to the Master Deed are as follows:

1. No dogs (with the exception of legally approved service dogs and emotional support dogs) are permitted in the building (this includes visiting dogs).
2. A request for having a pet must be made in writing via Certified Mail (Return Receipt Requested) to the Association through the Managing Agent.

3. Pursuant to the Third Amendment to the Master Deed dated October 19, 1994. Restrictions, Section 9, subsection J “Pets”, any reference to dog shall be deleted in their entirety. Dogs shall not be permitted to be kept in any unit or anywhere on the property.
4. Third Amendment to the Master Deed. “No reptile, or animal of any kind shall be raised, bred or kept in a unit or anywhere else upon the property, for any commercial purpose. Household pets and cats, specifically excluding dogs, are not to exceed two in the aggregate. Notwithstanding the above, all pets permitted under this section shall be housed within the unit and abide by all applicable rules and regulations.” No outside pens, runs, or yards shall be permitted. Pets must be caged when entering or exiting the building.
5. All applicable licenses for such pets must be kept current with the City of Hackensack and copies of same must be kept on file with the Managing Agent.
6. All pets must be confined to their apartment and are not permitted in the hallways, lobby, meeting room, laundry room, exterior common grounds (parking areas, landscape areas, pool, etc.).
7. Violation of any of the above policies may result in the owner being fined:
 - a. 1st Offence \$50.00
 - b. 2nd Offense \$100.00
 - c. 3rd Offense Removal of pets from the premises.

Move In / Out

1. Moving in or out of the building is only permitted on weekdays (except building holidays) – Monday through Thursday between 9:00AM and 4:00PM; Friday between 9:00AM and 1:00PM (no exceptions).
2. Residents must provide notice to Management in writing at least ten (10) days in advance a move.
3. Unit owners that choose to rent their units must provide Management with an executed copy of their lease and an executed copy of their lease rider before any move in is approved as per the Board of Director's 2017-8 Resolution and the 6th Amendment to the Master Deed and By Laws. No unit owner may lease their unit until they have owned the unit for a minimum of 365 days.
4. Only one move in or out will be permitted in any one day. Future occupants must notify Management at least ten (10) days prior to the sale or rental of a unit to obtain relevant information as set forth in the Rules and Regulations. Failure to comply will result in a refusal by the Association and its agents of the move in or out date.
5. A refundable \$500.00 damage deposit (payable by check) must be received by Management at least ten (10) days prior to the moving date. The deposit will be returned to the party who left the deposit when the Superintendent determines no damage was caused to the common areas of the building, including the elevator. In addition, a non-refundable \$250.00 moving fee must be received by Management at last ten (10) days prior to the moving date. Please leave both checks, made payable to Executive House, at the front desk with all completed paperwork including the Certificate of Insurance (COI) from the moving company naming Executive House c/o RCP Management as

additional insured in the Description of Operations and Certificate Holder sections of the COI. A sample COI is available at the front desk, from the Management company, or on the website.

6. The COI requirement above also applies to all delivery of furniture that cannot be carried in one's arms.
7. Only elevator #1 can be used for a move in or out, or deliveries. Please measure the dimension of the elevator and its doorway (and check the weight capacity) prior to purchasing any furniture to ensure it will fit in the elevator.
8. Please meet the moving truck outside the upper garage to accept delivery.
9. No discarded furniture or possessions can be left in the dumpster area, storage room, hallways, or lower lobby. Please note that the area will be inspected after a move and failure to follow these guidelines may result in a \$50.00 fine. Any fees incurred for the proper disposal of any items left behind will be charged to the violator.

Small Deliveries / Moves

1. Small deliveries and small moves can be subject to the same rules as above.
2. Any item that cannot be physically carried in one's arms cannot be brought into the building or into the elevator except during the times above.
3. Any delivery services that arrive late in the day will be questioned about the time required to complete their job and may be turned away if they cannot be off the property by the above specified times.

4. Please check with the Property Manager if you have any questions about small deliveries or small moves.

Renovations / Alterations

1. No unit owner shall make any structural alternation to the interior or exterior of a unit without first obtaining express written authority from the Board of Directors and only in accordance with specifications approved by the Board of Directors.
2. These alterations include any electrical, telephone, television, cable, or radio wiring, air conditioning, or other equipment, machines, or devices either within or extending though any wall, window, or outside the unit.
3. No washing machines, dryers, or food disposal systems are allowed in any unit.
4. Unit owners planning to make any renovations, alterations, or repairs to their unit are required to complete an alteration request form (to be kept on file in the Management office). Forms are available at the front desk and on the website. If you need assistance completing the form, please contact Management.
5. Unit owners must obtain a building permit from the City of Hackensack before renovations or alterations can begin. A copy of the permit must be provided to the Property Manager.
6. A copy of the contractor's Certificate of Insurance (COI) must be provided to the Property Manager prior to proceeding with any renovations or alterations.
7. Unit windows and outside sliding glass doors must comply with specifications provided by Management and must be the same color (light gray / silver) and material (aluminum) as all of the

other exterior windows and doors. Please see the front desk for a suggested window replacement contractor.

Contractors

1. Contractors may not start prior to 9:00AM and must be out of the building by 4:00PM sharp, Monday through Friday (except for building holidays) (no exceptions).
2. Any contractors that arrive late in the day will be questioned about the time required to complete their job and may be turned away if they cannot be off the property by the above specified times.
3. Contractors must check in at the front desk every day they are working in the building to obtain a daily parking pass and contractor identification badge.
4. Contractors may only use elevator #1.
5. All owners must fill out an Alteration Request Form, which are available at the front desk, and submit it to Management for approval.
6. Management must be notified in advance of a contractor's arrival.
7. Unit owners will be charged for any damage to the elevator or common areas and will be fined for allowing any contractor in the building outside the allowable times.
8. Contractors are not permitted to use the building's dumpsters.

Leasing

1. The Master Deed and By Laws permit the leasing of a unit providing the unit has been owned for at least 365 days, the lease is not for less than one (1) year, and the lessee abides by all Association rules and regulations.
2. Any unit owner presently renting (or planning to rent in the future) must have a copy of their lease agreement and lease rider on file with Management.
3. Unit owners are held responsible for the actions of their tenant(s) and their tenants' guests.
4. Owners will be made aware of any non-compliance with the rules and regulations by their tenant(s) in writing.
5. **Fines for violations by a tenant or their guests will be levied against the unit owner.**

Feedback / Questions

If you have a suggestion regarding the service of the building, please put it in writing to the Association and place it in the suggestion box in the mailroom. For a response, please neatly print your full name, unit number, and sign the request.

Website

The following information can be found on the Executive House website: www.executivehousecondo.org and at the front desk:

1. Meeting room rental request form

2. Committee request form
3. Alteration request form
4. Unit owner and tenant information update form
5. Incident / complaint form
6. Move in / out procedures
7. Move in / out resident form
8. Delivery form
9. Sample Certificate of Insurance (COI)
10. Suggested vendors