

Welcome to



All you need to know about your new community.

Overlook Village Condominium Association, Inc
C/O Matrix Property Management Group, LLC
1215 Livingston Ave. – North Brunswick, NJ 08902

Dear Homeowner:

Now that you're settled into your new home, you probably have many questions about community living. The most important question: **What is community living?**

Community living means there are certain responsibilities that are “shared” by the members of your community. As a condominium owner, you own the title to your condominium that is commonly referred to as a “unit.”

You also own jointly with your neighbors an undivided interest in the “common elements” of the property. Common elements, or common areas, belong to everyone in your community. Examples of common elements are roads, grass and the exterior of the buildings.

You should know that while you have the right to paint or decorate the inside of your unit, residents do not have the right to change the appearance of any portion of common elements without prior written permission from the Board of Trustees. In addition, as a condo-dweller, you must follow the Rules and Regulations of the Association. Failure to adhere to the Rules and Regulations is considered a violation.

To help you get started, we have put together this package which includes important information, phone numbers and some answers to common questions which may arise. Please keep this booklet handy so you may refer to it in the future. This book contains information that governs how your community operates.

To enable us to effectively manage your Association, we require some information from you as well. Please complete, not only the receipt of the welcome package, also the owner information form, and return them to our office as soon as possible. We have enclosed a self- addressed envelope for your convenience.

Please feel free to call us if you have any questions.

Thank-you,



Chip Hoever, CMCA, AMS, PCAM
Vice President – Operations
Matrix Property Management Group, LLC
732-228-8200

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The managing agent is Matrix Property Management, and they may be reached at **732-228-8200** between the hours of 9:30AM and 4:00PM. This daytime phone number is the same number to be used for emergency calls nights and weekends.

FOR EMERGENCIES ONLY - After hours when the auto attendant answers, press “O” and you will be connected to our live answering service who will contact the manager on call. However please be aware that only emergency calls will be addressed.

The mailing address for all communications is:

**Matrix Property Management
P. O. Box 6088
Somerset, NJ 08873-6088**

Monthly assessment invoices are processed and mailed out to unit owners approximately the third week of every month. Payment is to be made payable to Overlook Village COA and mailed to Matrix Property Management –

The mailing address for all payments & checks is:

**Matrix Property Management
50-C Main Street
Succasunna, NJ 07876**

Payment is due on the first day of each month. If payment is not received within 10 days after the due date, a late charge will be assessed. To enjoy the Association’s recreational facilities and to vote in the annual election, members must be considered in “good standing” which means all Association fees must be paid up to date.

For updated info you may log on to overlookvillagenj.com

Emergency Phone Numbers

Police	9-1-1
Police (non-emergency)	(973) 366-0557
Fire	9-1-1
Ambulance	9-1-1
Poison Control	(800) 962-1253

General Phone Numbers

Wharton Municipal Building	(973) 361-8444
Wharton School District	(973) 361-2593
Wharton Public Library	(973) 361-1333
Marie Duffy School	(973) 361-2506
MacKinnon Middle School.....	(973) 361-1253
Morris Hills High School.....	(973) 664-2300
Wharton Post Office	(973) 366-4779
Electric – (JCP&L)	(800) 662-3115
Cable – Cable Vision	(866) 473-4448
Phone / FiOS – Verizon	(800) 837-4966
Gas – New Jersey Natural Gas.....	(800) 221-0051

GARBAGE

The Borough of Wharton provides Overlook Village with refuse collection. We are Zone B. Trash will be collected once a week, on **Tuesdays**. Trash is to be placed curbside no earlier than 5:00AM and no later than 7:00AM on the morning of pickup. The town forwards yearly calendars to each owner. Please consult the calendar for holiday schedules, or visit the digital calendar posted on whartonNJ.com. Garbage must be contained within a garbage can with lid.

Large items such as appliances require a sticker which may be purchased at town hall. All garbage containers are to be stored only within the garage. Hillside Terrace has individual containers for each unit where garbage and recycling are placed.

RECYCLING

Recyclables will be picked up every two weeks on **Mondays** by Morris County Municipal Utilities Authority. Recyclable materials are to be placed curbside no later than 7:00AM on the morning of the scheduled pickup. Recyclable materials (glass, metal cans, plastic) and newspaper, magazines, and corrugated cardboard are to be co-mingled and placed in one recycle can. Cardboard boxes or plastic bags as containers for recycling are not acceptable. All items must be rinsed with lids and caps removed

There is more information on the Morris County Website: mcmua.com

GUTTER CLEANING

The cleaning of gutters and leaders is completed by the Association.

SNOW REMOVAL

Snow Removal of the common grounds is provided by the Association. This includes clearing of driveways, parking areas, sidewalks, and walkways appurtenant to the units.

The Borough of Wharton is responsible for snow removal on the streets.

RESPONSIBILITIES

Your Association documents, Master Deed and By-Laws, fully explain Association and homeowner responsibilities, rules, and regulations, so you should consult these documents for complete information. As a quick reference, however, listed below are the general responsibilities of the homeowners and the Association:

HOMEOWNER

- Windows & Doors
- Vents
- Basement
- Mechanical Systems & Equipment Meters for sole Unit
- Interior Decorating (wallpaper, paint, plaster, carpeting. Masonry, tiles)
- Interior dividing walls and partitions
- Steps
- Appliances
- Utilities to Unit
- Plumbing, Heating, Electric & A/C Serving Unit
- Interior Lighting Fixtures
- Rear decking surface

ASSOCIATION

- Streets
- Curbs
- Driveways
- Parking Spaces
- Lawn care
- Grounds
- Sidewalks
- Sprinklers
- Cabana
- Roofs
- Tennis Court
- Building Exteriors
- Gutters/Leaders/Down Spouts
- Deck foundations
- End unit decking surface

What is community living?

Community living means there are certain responsibilities that are “shared” by the members of your community. As a condominium owner, you own the title to your condominium that is commonly referred to as a “unit.”

You also own jointly with your neighbors an undivided interest in the “common elements” of the property. Common elements, or common areas, belong to everyone in your community. Examples of common elements are roads, grass and the exterior of the buildings.

You should know that while you have the right to paint or decorate the inside of your unit, residents do not have the right to change the appearance of any portion of common elements without prior written permission from the Board of Trustees. In addition, as a condo-dweller, you must follow the Rules and Regulations of the Association. Failure to adhere to the Rules and Regulations is considered a violation.

Who is responsible for the maintenance of the common elements of the property?

Maintenance of common and limited common elements is the responsibility of the elected Board of Trustees of your Association. However, Matrix Property Management has been contracted by your Board to administer the day-to-day property operations. Common area maintenance requests should be directed to the Management Office.

Who are the Board of Trustees and what are their responsibilities?

Your Association is governed by elected representatives, the Board of Trustees. Trustees are guided in the administration of your Association by the Master Deed, By-Laws and such Resolutions as they may so adopt.

Your Board of Trustees which meets regularly, approves an annual budget, sets the level of service to be provided by the management company and is responsible for all major policy decisions relating to the operations of the community. Please remember the Board of Trustees, as well as all committees of the Association, are volunteer homeowners.

What am I responsible for?

In addition to the guidelines in Section 2 of this pack all owners must register all vehicles & pets.

If you rent your unit you must register with both the Borough and the Association. Any changes should be immediately reported to the Association through Property Management.

Do I have Association voting rights?

Every owner of a unit is a member of the Association. Each unit may exercise one vote in any Association election provided there are no delinquencies, and the member is in good standing with the Association. Tenants are not permitted to vote.

What does the management company do?

Matrix Property Management is responsible for the day-to-day administration and Management of your Association. Management also drafts the Association's operating budget (which is approved by the Board of Trustees,) collection of monthly fees and maintenance of common areas. In general, the operation of the community at the direction of the Board. If you have any questions or concerns, the first call (except for police, fire or medical) should be to the Management Office – 732-228-8200.

What maintenance services are provided?

Your monthly Association fee covers the following services: grounds maintenance, upkeep and repair of the exterior of the buildings, snow removal, insurance on all common elements, payment of all Association contractors, professional services for the Association, and Association utility charges.

How is the maintenance assessment figure derived?

Your maintenance fee is based on an annual estimated operating budget, calculated to cover all costs related to operation and maintenance of the total property. The operating budget is drafted by Management and approved by your Board of Trustees, based on contracts, the reserve study, and historical data from prior years.

What are my financial obligations as a condominium owner?

Your financial obligations as a condominium owner are similar to those of a homeowner (real estate taxes, mortgage payments, utility bills) except that you are also required to pay a monthly assessment fee, which represents your proportionate share of the costs of operating and maintaining the property.

Do I need to purchase homeowners' insurance?

While the Association insures the common elements against fire and perils, and provides liability coverage, you are required to cover the contents and interior of your unit stud-to-stud, as well as personal liability coverage.

Does my Association have the right to enter my unit if I'm not at home?

The Association does have the irrevocable right, to be exercised by the Trustees or Managing Agent of the Association, to enter each unit for occasional maintenance, repair or replacement of any common elements, or in the case of an emergency repair. Notice will always be given to the unit owner occupant except in an emergency situation to prevent damage to the common elements or other units.

Can I make alterations to the exterior of my unit?

Yes. But, only with prior WRITTEN approval of the Board of Trustees. You must also obtain any permits and/or inspections required by the Borough of Wharton.

Can I lease/rent my unit?

In accordance with the governing documents and Procedures adopted by the Board of Trustees you will be required to: 1) Supply the Management Office with a copy of the lease, 2) advise the Management Office of the names and phone numbers of the tenants, 3) not rent for a period of less than 180 days (6 months), and 4) submit a copy of the Wharton Borough Certificate of Occupancy for each change of tenant.

PARKING:

- Residents are urged to park in their garage or driveway, whenever possible, to alleviate parking issues within the community.
- Parking should not impede any other vehicle. No vehicle may protrude beyond the Belgium block curbing out into the street. Vehicles parking in the unit garages shall not protrude to prevent the closing of the garage door.
- On street parking, including the ends of the streets is prohibited.
- An Overlook Village parking decal is **REQUIRED** on all resident vehicles parked on common property (does not include driveways). All vehicles must be registered with the Association through Management at which time a parking decal will be issued for each vehicle.
- Unstriped parking areas on individual streets (does not include Overlook Drive or Pool Parking Lot) are for the use of visitors only (no decal required) between the hours of 9AM and 4PM. Between the hours of 4PM and 9AM, unstriped parking areas are for resident vehicles with parking decal **ONLY**.
- Striped parking areas on Overlook Drive and the Pool Parking Lot are open to visitors and residents 24/7.
- Commercial vehicles, trailers, mobile homes, or recreational vehicles must park in the pool/cabana parking lot within the spaces. No vehicles may be parked in this area if it extends past the designated space. This rule shall not apply to those vehicles temporarily servicing the Condominium or one of the units.
- All vehicles located on the premises must be licensed, registered, and have a current inspection sticker according to the laws of the State of NJ.
- All vehicles must be properly maintained and in good working order; no flat tires, oil leaks, transmission fluid leaks, or blocked without tires.
- Vehicles shall not be serviced or repaired anywhere in the community with the following exceptions:
 - Windshield replacement
 - Simple repairs such as jumpstarts, battery replacement, headlight, or bulb replacement, changing a tire

PETS:

- No more than two cats, one cat and one dog shall be kept or maintained in any unit at any time.
- While outdoors, pets must be leashed and strictly controlled. They may not be left loose or unattended.
- Owners must clean up after their pets. Do not deposit droppings into drainage basins or leave outside your unit.
- Excessive barking is prohibited.
- Any landscape damage will be billed to the unit where animal waste is evident.
- Pets are not permitted to be walked on any common element turf areas. Owners should utilize the outlying wooded areas for relieving their pets.
- Pets may not be tied on the balcony, deck or to any part of the exterior of the building.
- Pets must be licensed with the town in accordance with township ordinances.
- All pets must be housed within the unit. No outside pens are permitted.
- All pets must be licensed with the Borough and registered with the Association through Management.

HOLIDAY SEASON DECORATIONS:

Holiday Season decorations are permitted to be displayed on the exterior of the units during the holiday season only. Decorations should be installed with safety in mind, and without damage to the property. Decorations may be displayed 30 days prior to the holiday and must be removed by 30 days after the holiday.

SCREENS AND STORM DOORS:

Homeowners may install storm doors. Doors must be aluminum, brown (Sherwin Williams Charleston Brown).

CHIMINEAS:

Due to safety concern, chimineas, firepits and tiki torches are strictly prohibited.

STATUES/FIGURINES:

Small decorative statues of no more than 12 inches high and no more than a quantity of three, may be placed in the front bed areas only. Landscapers are not responsible for damage to personal items on common areas.

RECREATIONAL FACILITIES:

The pool is open Memorial Day weekend through Labor Day weekend. All unit owners in good standing are issued pool badges for all occupants residing in the unit. Unit owners renting their units, must give written permission for their tenants to obtain badges in the unit owner's stead.

POOL RULES

1. Each person must have a valid pool badge and sign the registry upon entry into the pool area.
2. Badges must be worn at all times.
3. A \$25.00 fee will be charged to replace lost or damaged badges.
4. All guests must be accompanied by an owner/resident 18 years of age or older. The owner must register all guests upon entry to the pool area.
5. Owners/residents are responsible for the conduct of their guests.
6. Children under the age of 16 must be accompanied at all times by an owner/resident 18 years of age or older.
7. Children in diapers are not permitted in the pool unless wearing appropriate swim diapers for infants/toddlers.
8. Food is not permitted at or near the pool. Food is limited to the tables. All trash is to be deposited in the trash cans.
9. Grills or other cooking devices are not permitted. No food of any kind is permitted in the pool area. Beverages are permitted; however, they should not be in glass containers.
 - i. No alcohol is permitted.
10. Running, pushing, fighting, screaming, roughness or any other conduct affecting the safety and comfort of others is be permitted.
11. No loud radio or instrument playing is allowed – you must use headphones.

IF THERE IS NO LIFEGUARD PRESENT – swim at your own risk.

- Do not swim alone
- Anyone under the age of 16 must be accompanied by an adult
- In threatening weather everyone must get OUT of the water and LEAVE the pool area immediately.

TENNIS & PICKLE BALL COURTS

1. Use of courts is for playing tennis or pickle ball only, no other purpose.
NO bicycles, tricycles, roller skates, roller blades, skateboard, or chalk, etc.
2. Players must wear proper tennis shoes
3. Dispose of any trash in trash container.
4. Players may not adjust the net.
5. Players may not jump the net.
6. Players may not bring glass containers onto the courts.
7. The tennis courts are locked. You may contact Matrix Property Management for the combination

STORAGE OF FIREWOOD:

Firewood should not be stored in the garage or along the exterior walls. All firewood should be stored at the rear of the unit. All firewood should be stored 2 to 3 feet away from the building and fences. Firewood should be elevated 2 to 3 inches from the deck surface to preserve the deck from deteriorating. Firewood being stored on the patio should be elevated off the ground 1 inch. Firewood deliveries may not be dropped on the lawn, nor may delivery trucks traverse any lawn area. Firewood may not be stored on common grounds.

PLANTING OF FLOWERS:

Homeowners are permitted to plant flowers in the shrub beds at the front and rear of the unit. However, all plants must be placed at least 6 inches from the turf line as the landscaper will edge the beds several times per year. All dead flowers must be cut down to ground level in the late fall. Flower beds must be maintained in a neat and weed free appearance at all times. No vegetable planting is permitted in pots or gardens as vegetables attract rodents and bears.

BIRD FEEDERS:

Feeders of any type are prohibited as they attract rodents and bears.

SOLICITATION:

No solicitation is allowed without a Wharton Borough permit and authorization from Overlook Village.

GRILLS:

Propane tanks and grills must be located only on the grill stands. No propane tanks are permitted to be stored within the buildings such as the garage or other inside space. New Jersey law states that all grills be at least six feet from the building.

DECKS/OUTDOOR STORAGE:

Only standard outdoor furniture, deck storage boxes such as rubber maid or other brands called deck boxes in an earth tone color, and flowerpots are permitted to be stored on the decks. **FLAGS:**

Flags are permitted to be displayed on flag poles attached to the building. Only the American Flags may be displayed and can be draped over railings in the proper position. All flags must be maintained in good condition.

No owner may make changes to the common elements or limited common elements without prior written consent from the Board of Trustees. Owners may not alter the exterior appearance of any common element or limited common element without prior written consent from the Board of Trustees.

All requests for alterations or modifications must be submitted in a written proposal to the Board. Any application for municipal permits, including building permits, must be reviewed by the Board prior to submitting to the municipality. Should your request be approved, a copy of the municipal permit must be submitted to the Association prior to beginning the alteration.

Wood decks are an architectural modification permitted by the Board of Trustees. If a unit owner would like to install a deck, a written request must be submitted. The construction must follow the guidelines below:

1. All wood shall be pressure treated outdoor lumber. Main runners to be 2"X4"; top walking surface to be 2"X6".
2. Color to match existing brown stain used on porches or natural unfinished. (Sherwin Williams Charleston Brown). If Trex[®] Composite Decking (or similar composite product) – color Transcend[®] (Premium Tropicals) Tiki Torch.
3. Existing patio surface shall remain, with new deck surface built over existing patio.
4. Top walking surface shall run from building foundation to existing railroad i.e. Main runners shall run from side to side.
5. Deck size shall not exceed 22' X 8' feet.
6. All decks are to be built in accordance with all current State and local building codes – and must apply for and obtain building permits from the Borough prior to starting.

The Borough of Wharton comprises approximately 2 square miles of land which is largely residential with some industry.

Schools

The Borough maintains a school system from kindergarten through grade 8. The Duffy/McKinnon School on East Central Avenue currently serves the area for grades K to 8. The Borough is part of the Morris Hills Regional High School District and students attend the Morris Hills High school in Rockaway Borough. The County College of Morris is located in Randolph.

Hospitals

The nearest hospital facility is St. Clare’s at Dover General Hospital which is approximately 3 miles from the community.

St. Clare’s at Dover in Dover (973) 989-3000

St. Clare’s in Denville (973) 625-6000

Police

The police department is located on 10 Robert Street in Wharton.

NJ DIVISION OF MOTOR VEHICLES – 160 Canfield Avenue, Randolph, NJ