

Welcome to



All you need to know about your community

Please note - the following information is extracted from the Overlook Village Village Governing Documents, including Amendments, Resolutions, and Rules. These documents are available on the websites: www.overlookvllagenj.com and Townsq.io. In case of conflict, the governing documents shall prevail. Also note that the rules are subject to change at any time.

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PAYMENT INFORMATION - MANAGEMENT CONTACT

Management Contact Information

Associa Community Management can be contacted at the numbers below between 9:00 AM and 5:00 PM, Monday-Friday.

Customer Service: 973-773-6262

(For questions on maintenance fee payment options and other general inquiries)

Property Manager—Anthony Pietras: 973-820-4187 Anthony.Pietras@associa.us

Property Administrator—Sarah Redfearn: 973-820-4167

Sarah.Redfearn@associa.us

For Emergencies Only

After hours call 973-773-6274; please be aware that only emergency calls will be addressed.

Payment Information

Monthly billing invoices are processed and mailed to unit owners approximately the third week of every month. Payment is due on the first day of each month. A late charge will be assessed if payment is not received within ten days of the due date. 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.

1. Mail payment:

Make check payable to Overlook Village Condo and mail to:

Overlook Village Condo
c/o Associa Community Management Corp.
P.O. Box 67750
Phoenix, AZ 85082-7750

Please be sure to include your Associa account number on the check. Your account number can be found at the top of your maintenance statements.

2. Online payment:

For payment through TownSq, use this URL address: <https://www.townsq.io/>

Directions: Register if you have not already done so. Please see end of packet for registration instructions. Once you are registered, click on your profile and select *Accounts*. Select the account for which you would like to set up payment. Follow the prompts and complete the registration process by making a one-time payment or registering for autopay.

3. Online bill-pay through your bank:

You can sign up for bill pay through your bank; they will mail a check out on your behalf. Please ensure that your Associa account number is included in the memo section, so the accounting team knows where to apply the payment.

Please note: Associa does not accept electronic wire transfer with bill pay – The bank must mail a physical check.

4. ACH Electronic Funds (Auto-Pay):

Please see end of packet for Automatic Payment form.

Please see documents at the end of the packet for more details on each of the payment options.

For updated info, log on to overlookvillagenj.com or townsq.io

IMPORTANT PHONE NUMBERS

Emergency Phone Numbers

Police	9-1-1
Police (non-emergency)	(973) 366-0557 (10 Robert Street, Wharton)
Fire	9-1-1
Ambulance	9-1-1
Poison Control	(800) 962-1253

Hospitals

St. Clare's at Dover in Dover	(973) 989-3000
St. Clare's in Denville	(973) 625-6000
Morristown Medical Center	(973) 971-5000

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 – Optimum.....	(866) 473-4448
Phone / FiOS – Verizon.....	(800) 837-4966
Gas – New Jersey Natural Gas.....	(800) 221-0051
NJ Division of Motor Vehicles 160 Canfield Avenue, Randolph, NJ.....	(609) 292-6500

What is community living?

Community living means responsibilities and ownership are "shared" by the community members. For example, as a condominium owner, you own the title to your condominium, commonly referred to as a "unit."

Homeowners jointly own an undivided interest in the "common elements" of the property. Common elements belong to everyone in the community. Examples of common elements are roads, grass, and the exteriors of buildings.

As a condominium owner, you must follow the Rules and Regulations of the Association. Failure to comply is a violation, subject to fines.

Who is responsible for maintenance of the property common elements?

Maintenance of common and limited common elements is the responsibility of your Association's elected Board of Trustees. The Board has contracted Associa Community Management Corporation to administer the day-to-day property operations. Therefore, common and limited common area maintenance requests should be directed to the Management Office.

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

The Board of Trustees and elected homeowners govern the administration of the Association through its Governing Documents and State and local government agencies. Responsibilities include care, upkeep, and surveillance of the condominium, common and limited common areas and facilities; fixing, assessing, and collecting assessments from the owners; designation and dismissal of necessary personnel; promulgation and enforcement of rules and regulations for the conduct of owners, occupants, and users of the condominium properties or facilities.

The Board of Trustees 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.

How do I become a Board Trustee?

The Board of Trustees and all Association committee members are volunteer homeowners. Trustees are elected for a two-year term. Any homeowner in good standing may run for a Trustee seat on the Board. Elections are annual.

Who has Association voting rights?

Each unit owner is a member of the Association. Therefore, each owner (only one owner if there are multiple owners) may exercise one vote in any Association election. Additionally, the owner must be in good standing with the Association, having no outstanding violations or other delinquencies. Tenants are not Association members and cannot vote in Association elections.

How else may I contribute to the Community?

Homeowners may volunteer for existing and ad hoc committees. For additional information, please contact the management company.

What is the function of the Management Company?

Associa Community Management is responsible for your Association's day-to-day administration and management and for performing such duties as assigned by the Board of Trustees. Management is also responsible for drafting the Association's operating budget (approved by the Board of Trustees), collecting monthly fees, and maintaining common and limited common areas. In general, the community's operation is at the Board's direction. If you have any questions or concerns, the first call (except for police, fire, or medical) should be to the Management Office at 973-773-6262.

How will I receive community updates?

You will receive communications from the Board of Trustees and the management company through TownSq, the Overlook Village Website, email, and written notices.

What information can I access using TownSq?

TownSq in an owner-accessible portal, providing access to the HOA Event Calendar, Association Governing Documents, access to real-time owner financial balances, and the capability to submit and track work orders and service requests. To access the TownSq portal, use <https://www.townsq.io/>

How can I communicate with the Management Company and the Board of Trustees?

The Property Management Company: Day-to-day issues:
contact Anthony Pietras at Anthony.Pietras@associa.us 973-820-4187
or Sarah Redfearn at Sarah.Redfearn@associa.us 973-820-4167

Work orders: We recommend using the TownSq portal for these requests. If you prefer direct contact with a team member, please send all service requests and violation issues to Sarah.Redfearn@associa.us and Anthony.Pietras@associa.us

Overlook Village HOA Meetings: As a homeowner, you are encouraged to attend monthly Overlook Village Board meetings. Notice of meetings and agendas is on the website. Meetings are held in the pool cabana, which has limited capacity. You can attend virtually. A virtual invite will be emailed to you before the meeting.

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 the operation and maintenance of the entire property. The operating budget is drafted by Management and approved by your Board of Trustees based on projected 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 you are also required to pay a monthly maintenance fee, representing your proportionate share of the costs of operating and maintaining the property.

Do I need to purchase homeowners' insurance?

The Association insures the common elements against fire and perils and provides liability coverage. The homeowner must cover the unit's contents and interior, stud-to-stud. The homeowner is also responsible for personal liability coverage.

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

The Association has the irrevocable right, 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 to make an emergency repair. Notice will be given to the unit owner/occupant, except in an emergency, to prevent damage to the common elements or other units.

Can I lease/rent my unit?

Yes, upon adherence to the following: 1. Supply the Management Office with a copy of the lease; 2. Advise the Management Office of each lessee's names, phone numbers, and emails, 3. The rental period must be a minimum of six months. 4. Submit a copy of the Wharton Borough Certificate of Occupancy for each change of tenant; 5) The rental capacity is four people per unit.

Garbage:

The Borough of Wharton provides Overlook Village with refuse collection. We are Zone A. Garbage will be collected once a week, on Tuesdays. Garbage must be in a covered container and placed curbside no earlier than 5:00 AM and no later than 7:00 AM on the morning of pickup. The town provides yearly calendars to each owner. Please consult the calendar for holiday schedules, or visit the digital calendar posted on the Borough website: www.whartonNJ.com.

Large or bulky items such as appliances or mattresses require a sticker which may be purchased at the town hall. Residents over 62 and disabled are exempt from the fee but must obtain the necessary sticker.

Garbage containers must be removed from the curb by the end of the designated garbage day. The containers must be stored within the unit or garage. Hillside Terrace has permanent trash containers for each unit, where garbage and recycling must be placed.

Recycling:

Morris County Municipal Utilities Authority will pick up recyclables every two weeks on Mondays. Recyclable materials must be securely contained and may be placed curbside at 6 PM the day before the scheduled pickup. They must be removed from the curb by the end of the day. Recyclable materials, metal cans, plastic, newspapers, magazines, and corrugated cardboard must be co-mingled and placed in one recycle can. Cardboard boxes or plastic bags may not be used as containers. All items must be rinsed with lids and caps removed. There is more information on the Morris County Website: www.mcmua.com.

Snow Removal:

The Association is responsible for snow removal from driveways, parking areas, sidewalks, and walkways. The Borough of Wharton is responsible for snow removal on the streets.

Homeowner and Association Responsibilities:

Homeowner:

- Windows & doors (including garage)
- Interior vents
- Basement
- Mechanical systems & equipment meters for sole unit
- Interior decoration (wallpaper, paint, plaster, flooring, masonry)
- Interior dividing walls and partitions
- Interior steps
- Appliances
- Plumbing, heating, electric & A/C serving an individual unit
- Interior lighting fixtures
- Rear decking/patios

Association:

- Streets
- Curbs
- Driveways
- Parking Spaces
- Lawn care/grounds
- Sidewalks
- Cabana
- Sprinklers
- Tennis Court/pool/playground
- Building exteriors roofs/balconies
- Gutters/leaders/downspouts
- End unit decking
- Irrigation System

RULES AND REGULATIONS

Parking:

- Residents are urged to park in their garage or driveway, whenever possible, to alleviate parking issues within the community.
- All on-street parking, including the ends of the streets, is prohibited and is monitored by the Wharton Police Department, which will issue municipal tickets to violators.
- 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.
- 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 the management company, 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 visitors only (no decal required) between 9 am and 4 pm. Between 4 pm and 9 am, unstriped parking areas are ONLY for resident vehicles with parking decals.
- Striped parking areas on Overlook Drive and the Pool Parking Lot are open to visitors and residents. For visitors, overnight parking (2 am - 5 pm) is available only with an Overnight Parking Pass issued by the resident. Residents may park in these areas anytime. Their parking decal (permit) must be displayed.
- No commercial vehicles or recreational vehicles of any type shall be parked on the Association's property except in a garage or when expressly authorized by the Board.
- Commercial and recreational vehicles authorized by the Board to park on Association property must, except as stated above, park in the pool/cabana parking lot within the parking spaces. No vehicles may be parked in this area if it extends past the designated space. This rule shall not apply to those vehicles parked temporarily within the Community to service the complex 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 sidewalks must be clear. No vehicles of any type may park or drive on any turf area.
- No motorbikes, go-carts, or any other unlicensed and/or unregistered vehicles may be ridden or parked in the complex.

- All vehicles must be properly maintained and in good working order; no flat tires, oil leaks or transmission fluid leaks, or blocked without tires.
- Vehicle servicing within the community shall not last more than 24 hours, and no fluid changes/draining of fluids will be allowed. However, topping off fluids is permitted.
- Any improperly parked vehicles may be ticketed or towed at the owner's sole risk and expense.

Holiday Decor:

- Winter holiday decorations may be displayed the last weekend of November through January 10.
- Other nationally recognized holiday décor may be displayed three weeks before the holiday and removed one week after.
- The usual limit (3 items, 12" high maximum) for non-holiday time frames is suspended during holidays.
- Holiday lights may be displayed on unit fronts but may not be nailed or affixed in any way to any part of the exterior. They may, however, be wrapped around railings.

Pets:

- No more than two cats or one cat and one dog shall be kept or maintained in any unit at any time.
- All pets must be housed within the unit. No outside pens are permitted.
- Cats shall be kept entirely within the unit occupied by the resident and shall not be allowed to roam at large.
- While outdoors, dogs must be leashed and strictly controlled. They may not be left loose or unattended.
- Pets may not be tied on the balcony, deck, or any part of the exterior of the building.
- Pets must be walked on sidewalks, paved streets, parking areas, and wooded areas.
- Pets are not permitted to be walked on any common element turf areas.
- Owners must clean up after their pets. You may utilize dog waste dispensers throughout the community.
- Do not deposit droppings into drainage basins or leave them outside your unit.
- Owners must prevent the dog from urinating on grass and landscaped areas. Repair for damage done, including but not limited to "brown spots" on lawns or shrubbery, will be billed to the unit owner.
- No dog or cat will be permitted to annoy or harass any other resident in any way, including but not limited to excessive barking.

- All pets must be licensed with the Borough of Wharton and registered with the Association through the management company.
- Residents are expected to comply with all pet regulations, listed at <https://ecode360.com/11910995>

Exterior Décor:

- A maximum of three decorative statues, no more than 12 inches high, may be placed in the shrub beds.
- Landscapers are not responsible for damage to personal items in common areas.
- Nothing may be attached, installed, hung, or displayed on any part of the exterior of a unit without Board approval. The Board shall have the right to cause the removal of any item(s) violating this provision. All costs incurred by such removal will be the homeowner's responsibility.
- Nothing may be hung or draped from a balcony or an overhanging ceiling, including hanging baskets, wind chimes, banners, etc.
- Potted plants may be placed on balconies, but pots must have a saucer to prevent water damage.
- Wreaths may be hung on the door of an owner's personal property.

The American (or a U.S. military unit) flag is an exception and should be attached to the bedroom balcony at a 45-degree angle. It must be maintained in good condition and not exposed to bad weather.

Landscape Lights:

- Must be in good working order
- Must be in the shrub bed, 6" from the front edge
- Must be maintained in upright positions

Firewood Storage:

- Firewood should not be stored in the garage or along the exterior walls.
- All firewood should be held at the rear of the unit.
- All firewood should be stored 2 to 3 feet from the building and fences.
- Firewood should be elevated 2 to 3 inches from the deck surface to preserve the deck from deteriorating.
- Firewood stored on the patio should be elevated one inch off the ground.
- 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:

- Homeowners who wish to plant flowers or alter shrubs in the shrub beds must submit a modification form.
- All plants must be placed at least 6 inches from the turf line, as the landscaper will edge the beds several times yearly.
- All dead flowers must be cut down to the ground level in the late fall.
- Flower beds must always be maintained in a neat and weed-free appearance.
- No vegetable or fruit planting is permitted in pots or gardens, as they attract rodents and bears.

Bird Feeders:

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

Grills:

- New Jersey law states that gas grills/tanks be at least six feet from the building.
- Barbeque grills and Propane tanks must be placed on the existing grill platforms near the rear deck/patio.
- Propane tanks cannot be stored within buildings, garages, or other inside spaces.

Chimineas:

- Due to safety concerns, chimineas, firepits, and tiki torches are prohibited.

Outdoor Communications Antennas and Devices, Wiring, Plumbing:

- A modification form, including the location, must be submitted to and approved by the Board of Trustees prior to installation.

Signs:

- No signs, posters, or advertisements of any kind may be placed on any common or unlimited common element or inside the units if visible from the outside without the written approval of the Board of Trustees. The following are exceptions.
- One Real Estate sign at the curb may be displayed during an open house.
- In addition, one interior Real Estate sign may be placed in a window.
- One Alarm company sign is allowed in the shrub bed.
- One political sign may be displayed in the interior window 30 days before and removed one day after an election. The sign cannot exceed 18" x 24".

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.
- The use of balconies and patios as storage areas is prohibited.
- No personal property of any owner, including furniture, equipment, toys, tools, building materials, etc., may be kept or maintained overnight on or within any yards or upon the driveway of any unit.
- Hoses kept outside must be neatly arranged, not creating a safety/tripping hazard.

Solicitation:

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

Noise:

- Residents shall exercise reasonable care when making noises that may offend or interrupt the enjoyment of neighbors.
- Playing drums is not permitted. This rule does not apply to other musical instruments.
- Residents are expected to comply with Wharton Borough noise regulations, outlined at <https://ecode360.com/11909007>

Homeowner Conduct:

No owner (guest, tenant) shall verbally abuse, interrogate, film, or otherwise intimidate a member of the Board of Trustees, a Property Management Company employee, or any other owner in retaliation for any involvement or with the identification and enforcement of violations of the Association's rules and regulations or in retaliation for any official action taken by the Board Member.

RECREATIONAL FACILITIES

Recreational Facilities:

An inground pool and two tennis/pickleball courts are available for residents' use. Upon registration with the Property Manager, access to the pool and courts will be open via a digital mobile app.

All residents must be in good standing to use the recreational facilities. Unit owners renting their units must give written permission for their tenants to use the pool and tennis/pickleball courts.

Pool:

1. Pool hours are listed on pool signage.
2. All guests must be accompanied by an owner/resident 18 or older. The owner must register all guests upon entry to the pool area.
3. Owners/residents are responsible for the conduct of their guests.
4. Children under 16 must be accompanied by an owner/resident 18 or older.
5. Children in diapers are not permitted in the pool unless they wear appropriate swim diapers for infants/toddlers.
6. Food is prohibited at or near the pool and limited to the tables.
7. Grills or other cooking devices are not permitted.
8. Beverages are permitted.
9. Glass containers are not permitted.
10. Alcohol is prohibited.
11. Trash must be deposited in the trash containers.
12. Any conduct affecting the safety and comfort of others (running, pushing, fighting, screaming, roughness, jumping, or diving in the pool) is not permitted.
13. No loud radio or instrument playing is allowed. Please use headphones.
14. No smoking in the pool area.
15. Appropriate swimwear must be worn while in the pool.

There Will Be No Lifeguards – Swim at your own risk:

- Do not swim alone.
- An adult (18 or older) must accompany anyone under 16.
- In bad weather, everyone must get out of the water and leave the pool area immediately.

Tennis and Pickleball Courts:

1. Court use is limited to tennis and pickleball. No bicycles, tricycles, roller skates, roller blades, skateboards, chalk, animals, etc., are permitted.
2. Players must wear proper tennis shoes.
3. Do not leave any trash within or around the courts.
4. Players may not adjust the net.
5. Players may not jump the net.

ARCHITECTURAL CONTROL GUIDELINES

Owners may only make changes to the common elements or limited common elements with prior written consent from the Board of Trustees. Modification applications may be obtained from the Property Management company.

All requests for alterations or modifications must be submitted in a written proposal to the Board. The Board must review any application for municipal permits, including building permits, before submitting it to the municipality. Should your request be approved, a copy of the municipal license must be submitted to the Association before the alteration begins.

Alternate door colors are permitted with specifications and responsibilities listed in the *Door Color Resolution* in Governing Documents. Color choices are Benjamin Moore: PM1018 Shabby Chic (Taupe), PM510 Springfield Sage, and PM16 Country Redwood. Owners wishing to make a paint color modification must first notify the Association and execute a *Declaration of Maintenance Obligation And Covenant To Run With The Land*. Please contact the property manager for additional information.

Wood decks are an architectural modification. Therefore, a modification form must be submitted and approved by the Board of Trustees. In addition, the construction must follow the guidelines below:

1. All wood shall be pressure-treated outdoor lumber. Main runners must be 2"X4"; the top walking surface must be 2"X6".
2. Color must match the existing brown stain used on porches or natural.
The product used on the decks is Sherwin Williams Cuprinol Solid Color Deck Stain. The color is Benjamin Moore Charleston Brown. The Sherwin-Williams

store will use the Cuprinol product and tint it to any Benjamin Moore color. If Trex® Composite Decking (or similar composite product) – color Transcend® (Premium Tropicals) Tiki Torch.

3. The existing patio surface shall remain, with a new deck surface built over it.
4. The top walking surface shall run from the building foundation to the 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 must comply with current state and local building codes.
7. Before construction begins, owners must apply for and obtain any required Wharton Borough building permits.

Payment and Billing Options

We are happy to offer a number of different ways for you to pay the maintenance fees for your home as well as to receive billing information. By default, you will receive a maintenance fee statement in the mail each month. E-statements are available as well, simply go to communityservices.opt-e-mail.com and register.

There are four ways to pay your maintenance fees:

1. Pay by mail: free!

Place your check and the remittance slip in the envelope provided in the mailing, add a stamp and drop it in the mail box. Please allow an extra few days for the mail to be received.

2. Using your own bank's online bill pay: free!

If you choose this method of payment the following must be done to ensure payment is received:

- Your Association name must be listed as it appears on the statement.
- Your account number must be listed as it appears on the statement.
- The address of the receiving bank must be listed as:

(Your Association Name)
P.O. Box 67750
Phoenix, AZ 85082-7750

3. ACH Electronic Funds Transfer: Free!

Enclosed is the form to sign-up for your maintenance fees to automatically be debited from an account of your choice each month. Note you will need to include a voided check to enroll.

4. Pay via TownSq: Security convenience fee required

Visit and register on our revolutionary platform at www.townsq.io where you can pay using your checking account or by credit/debit card. A convenience fee is charged to cover 3rd party expenses of keeping credit card and bank account information secure per PCI .

Your current account balance and history can always be found at www.townsq.io. If you have any questions about the charges on your account, please call our local, Fairfield, New Jersey Customer Service Team at 973-773-6262.



REQUEST FOR AUTOMATIC PAYMENT OF ASSESSMENTS

Thank you for your interest in Electronic Funds Transfer also known as Direct Debit. Please fill out the following information to complete this request. All information below is required. If not provided, there will be delays in processing your direct debit request.

This form must be received no later than the **20th of the prior month**. The automatic payment process will begin with your next assessment period once we have received your completed form and either your voided check or letter from bank that includes your full account number and routing number. **Payments will be processed around the 5th of each month.**

HOMEOWNER AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

I authorize the branch and the financial institution listed below to debit my bank account automatically for each association assessment billing period.

Management Company Name: [Redacted]

Homeowner Name: [Redacted]

Homeowner Account Number: [Redacted]

Association Name: [Redacted]

Address and Unit Number: [Redacted]

City: [Redacted] State: [Redacted] Zip: [Redacted]

Start Date (MM/YYYY) [Redacted]

Cancellation Date (MM/YYYY) [Redacted] (No banking information is needed for cancelation)

Homeowner Bank Name: [Redacted]

Homeowner Bank Routing Number: [Redacted]

Homeowner Bank Account Number: [Redacted]

- CHECKING ACCOUNT** – Include a voided check from the account you would like to debit.
- SAVINGS ACCOUNT** – Include a letter from bank that includes your full account number and routing number. **Statements will not be accepted.**

Only checks from US banks will be accepted. Deposit slips cannot be used in place of a voided check.

Signature: _____ Date: _____

Forms received after 20th will not be set up to run next assessment period. Direct Debit will be set up to run for the following assessment period.

**Return the form and voided check/letter via email to:
CSSCDirectDebit@associa.us**

Experience COMMUNITY Your Way



ONE PARTNER. ONE COMPLETE SOLUTION.

Community living has never been easier.

Meet your neighbors, manage your account, and access the resources you need for better community living, all through one user-friendly app.

Available for FREE to Associa communities, join TownSq now to start experiencing community your way!

- Connect with your neighbors
- Collaborate on community happenings
- Stay up to date on association interests
- Manage your account
- And more, any time on any device.

Your account is already set up and ready to use. Simply download TownSq in the app store using your mobile device or register at www.townsq.io with your Associa account number and zip code.



1.877.ASSOCIA | www.associaonline.com

CONNECT. COLLABORATE. STAY UP TO DATE.

Designed as an all-in-one solution for managing communities, TownSq delivers the most complete, mobile community experience by helping you connect, collaborate and stay informed on everything happening in your community.

CONNECT

- Easily communicate with your neighbors, community management team and board
- Access and update your account
- Pay online and review account balances anytime
- Make your voice heard with community polls

COLLABORATE

- Submit work orders, service and architecture requests with no hassle
- Reserve and manage common areas and amenities
- Manage committee special projects and assignments
- Post community updates and announcements quickly
- Save time and reduce paperwork

STAY UP TO DATE

- Get up-to-date community news and events
- Receive status updates on your requests
- Schedule push notifications for upcoming projects and completed assignments
- Upload and access association documents whenever you need



844.281.1728 | www.townsq.io

TownSq (Town Square)

TownSq offers residents easy access to Association forms and up-to-date Association communications from Management and the Front Desk. Unit owners will also find important Association documents such as financial and insurance certificates, in addition to access to your account history.

To Register

- Step 1. Go to: <https://app.townsq.io/associa/signup>
- Step 2. Click on “Sign in now”
- Step 3. Click on “Need to Register”
- Step 4. Enter your maintenance fee account ID number and zip code (account ID number can be found on your HOA monthly statement)
- Step 5. Click on your name and this completes registration.

Editing Your Profile and Add Occupants

- Step 1. Click “Edit Profile”
- Step 2. Click “Add Occupants”; any family member living in your unit or tenants, if you lease your unit
- Step 3. Click Create Occupant
- Step 4. Enter First name, Last name, and E-mail

TownSq Features

- Pay Online and Get Your Current Balance
Please note there is a service fee when paying through a checking account or credit card
- Association Forms – obtain forms for a delivery, move, reserve lounge, etc.
- Governing Documents – Master Deed, Bylaws, Resident Handbook, etc.
- Maintenance Requests: for common areas

Questions or Concerns

Contact Management

OVERLOOK VILLAGE CONDOMINIUM
Owner Information Form

Dear Resident:

Date: _____

Please complete the below form and return to Management as soon as possible to ensure that our records are up-to-date in case of an emergency. Submission instructions are at the bottom of the page.

Unit Owner: _____

Street Address: _____ Cell #: _____

Home #: _____ Work #: _____

Mailing Address: (If different from above): _____

E-Mail Address: _____

TENANT INFORMATION (If applicable)*

Name: _____ Home #: _____

Work #: _____ Cell #: _____

E-Mail Address: _____

**If tenant, is copy of current Lease on file with Management? Yes _____ No _____. If not, please attach.*

VEHICLE REGISTRATION

VEHICLE #1

Make: _____ Model: _____ License Plate: _____

VEHICLE #2

Make: _____ Model: _____ License Plate: _____

(If you have more than two vehicles, please contact management to register additional vehicles).

PET INFORMATION

Do you have a pet? Yes _____ No _____ Type of Pet: Dog _____ Cat _____

(Please complete and return the pet registration form found on next page with required docs to management).

EMERGENCY CONTACT

Name: _____ Home #: _____ Work #: _____

Please return this form as soon as possible via mail or email (information below). Thank you.

Overlook Village Condo c/o Associa-Community Management Corporation
55 Lane Road, Suite 440, Fairfield, NJ 07004
Or cnjhelp@associa.us

Overlook Village Condominium Owners' Association, Inc
c/o Associa Community Management Corp.
55 Lane Road, Suite 440, Fairfield, NJ 07004
(973) 773-6262

Sarah.Redfearn@associa.us



Pet Registration Form

Date: _____

Owner's Name: _____

Owners Unit: _____

Complete information below for your **dog**:

Breed Name Sex Age Color Weight

Complete information below for your **cat**:

Breed Name Sex Age Color Weight

Complete for any other pets not listed above:

Type Sex Age Color

_____ I do not own any pets at this time.

_____ Had pet registered and no longer own that pet

Reminder: Attach pet's proof of municipal license

Must have necessary rabies certificate in order to be licensed.

