

MARYCREST APARTMENTS
A Condominium Association
2345 Linwood Avenue
Fort Lee, New Jersey 07024

PARKING LOT REGISTRATION FORM

Please enter the information requested below to register the automobile(s) you will park in the Marycrest lot. Please mail the completed form and a **\$10.00** deposit check **made payable to Marycrest Apartments**, to the management office at 142 Totowa Rd, Totowa, NJ 07512. A parking tag will be issued once these items are received and your check has cleared.

Please note: Residents should NOT park in the lot until your tag is received and installed in your vehicle.

Unit Number: _____

Resident Name: _____

Telephone Number: _____

Vehicle Make & Model License Plate Number Vehicle Color

REMINDER: Each unit is allowed one (1) parking space. All vehicles parked in the lot must display a tag on the left of the rear window, clearly visible. **Any vehicle without a tag properly displayed will be towed from the lot at the owner's expense.**

Note: Do not back into the parking space. Thank you for your cooperation.

.....
For Board Use Only:

Amount of Deposit Received: _____

Check Number: _____

Date Received: _____

Tag Number Issued: _____

MARYCREST APARTMENTS
A Condominium Association
c/o Cambridge Management Company
142 Totowa Rd, Totowa, NJ 07512

Trybun's Engraving, Inc.
706-3 Old Shore Road
Forked River, NJ 08731

Re: Unit # _____

Gentlemen:

Please send to MARYCREST APARTMENTS at the above address
one name plate for **AUTH** Letter Box No. 464 (2 1/8" x 3/4"),
the plate to be inscribed as follows:

(Example) First Name Last Name

(Actual Order] _____

Payment including postage and handling of **five dollars and
thirty cents (\$5.35)** made payable to **Trybun's Engraving** is
enclosed.

Sincerely,

Note to Trybun:

Please send the above plate to:

Cambridge Management
142 Totowa Rd
Totowa, NJ 07512
Attn: Shaune Byfield

MARYCREST APARTMENTS
A Condominium Association
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Intercom System Directory
(Front Door Directory)

Please Print

Apartment No. _____

One Name:

Last Name _____

First Name _____

Two Names

Last Name _____

Last Name _____

Home Telephone No.: _____

When your telephone is installed in your apartment and you get your new telephone number, please fill in the above information and place this form **under the door of the Super's Apartment - Lobby A.** Thank you.

LEASE OF UNIT

Our *Master Deed - Declaration* requires that unit owners submit certain information at least thirty (30) days in advance of the lease of a unit. The enclosed *Request for Approval of Lease of Condominium Unit* form is provided for this purpose.

The Board of Governors and Management will legally enforce individual unit owner's compliance with requirements, as set forth in the attached excerpt from our *Master Deed - Declaration* for the mutual benefit of the unit owners.

Please submit the following items to our Managing Agent at least thirty (30) days in advance of the lease of a unit:

1. One (1) copy of a completed *Request for Approval of Lease of Condominium Unit* form;
2. One (1) copy of the proposed lease agreement, which must include these three clauses:

"Tenant agrees to abide by the By-Laws and Rules and Regulations of Marycrest Condominium Association"

"Tenant is required to obtain renter's insurance. Proof of insurance must be submitted to the Managing Agent"

"In the event the Landlord (Unit Owner) defaults in payment of the monthly maintenance to the Condominium Association, the condominium Association has the right to collect the rent directly from the tenant to fulfill the Landlord's (Unit Owner's) obligation to the Condominium Association."

3. \$250.00 non-refundable application fee, made payable to Marycrest Apartment Condominium Association;
4. \$250.00 move-in fee, non-refundable made payable to Marycrest Apartments Condominium Association;
5. \$300.00 move-in deposit, made payable to Marycrest Apartments Condominium Association. This deposit is refundable providing that Management is properly notified of the move prior to the move-in date and no damage occurs to the common areas during the move-in process.
6. \$50.00 non-refundable administrative fee to Management, for the processing of the rental application.
7. Unit owners are required to carry insurance to cover damage to their units, to cover any betterments and improvements in their units, and liability for damage that they may cause in other units. Also, the tenant must carry tenant insurance and must submit proof of insurance prior to occupancy.

Once the entire package is received, it will be reviewed for compliance with our Association documents. It is important to note that leases must be for a minimum of one (1) year. If the application is approved, a copy of the approved form will be returned to the unit owner. Please submit the completed application package to:

CAMBRIDGE PROPERTY MANAGEMENT CO.

142 Totowa Road

Totowa, NJ 07512

Phone: (973) 790-1200; Fax: (973) 636-0348

MARYCREST APARTMENTS
A Condominium
2345 Linwood Avenue.
Fort Lee, N.J. 07024

REQUEST FOR APPROVAL OF LEASE OF CONDOMINIUM UNIT

A. UNIT NUMBER: _____

B. UNIT OWNER: _____

Name(s): _____

Address: _____

Employer Name & Address: _____

Home Tel. No. _____

Work Tel. No. _____

Cell Phone No. _____

C. PROSPECTIVE LESSEE: (Please provide us with a copy for approval)

Name(s): _____

Current Address: _____

Employer Name & Address: _____

Home Tel. No. _____

Work Tel. No. _____

Cell Phone No. _____

D. NAMES AND RELATIONSHIPS OF ALL PROSPECTIVE RESIDENTS:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

By our signatures below, we certify that the above information is correct and that we have read and will abide by the Condominium Rules and Regulations, dated December 1, 1986. In addition we understand that no rooms may be rented and no sub-leasing is permitted, and that I, the lessee, am responsible for all fines assessed against the owner/lessor for my actions. I also understand that it is my responsibility to provide renters insurance to the owner/lessor, a copy of which is to be forwarded to the Association for their files.

Unit Owner Signature _____

Date _____

Prospective Lessee Signature _____

Date _____

The above request for approval of lease of Condominium Unit to those parties listed in C. and D. is hereby approved for Marycrest Apartments, A Condominium Association.

By: Property Manager _____

Date: _____

Marycrest Apartment Condominiums

2345 Linwood Avenue, Fort Lee, New Jersey

HOMEOWNER REGISTRATION FORM

UNIT NUMBER _____

HOME OWNER INFORMATION

Name: _____

Mailing Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ E-Mail: _____

Emergency Contact Name: _____

Home Phone: _____ Cell Phone: _____

TENANT INFORMATION (IF UNIT IS RENTED)

Name(s): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail: _____

Emergency Contact Name: _____

Home Phone: _____ Cell Phone: _____

Lease start date: _____ Lease end date: _____

****PLEASE ENCLOSE A COPY OF THE CURRENT LEASE****

VEHICLES REGISTERED TO OCCUPANTS

Vehicle #1
Make _____ Model _____ Year _____ Color _____ Plate # _____

Vehicle #1
Make _____ Model _____ Year _____ Color _____ Plate # _____

UNIT OWNER SIGNATURE _____ DATE _____

PLEASE RETURN VIA US MAIL TO CAMBRIDGE MANAGEMENT, 142 TOTOWA RD, TOTOWA, NJ 07512
OR VIA FAX TO 973-636-0348 WITHIN 10 DAYS OF ITS RECEIPT.

MARYCREST APARTMENT CONDOMINIUMS



PET REGISTRATION FORM

(Please Print Clearly)

The completed form may be mailed or faxed to the Cambridge Property Management Office within ten (10) days of its receipt.

Resident's Name: _____

Unit #: _____

Tenant (x) _____ Owner (x) _____

Pet #1

Pet #2

Type of Pet (Dog or Cat) _____

If Cat (specify Indoor/Outdoor/Both) _____

Pet's Name _____

Sex (Male or Female) _____

Breed (eg. Collie, G. Shephard, Siamese) _____

Coloring (eg. Brown w/white, chest & paws) _____

Age (Years) _____

Weight (Pounds) _____

License/Tag # _____

I (we) have read, understand and am (are) in full compliance with the Association's Pet Regulations.

Resident's Signature

Resident's Signature

Date

Cambridge Property Management Co.
142 Totowa Road, Totowa, NJ 07512 ■ Tele: 973-790-1200 ■ Fax: 973-636-0348

ASSOCIATION SCHEDULE OF FINES

Effective August 15, 2006, the Board of Governors has revised the Association's Schedule of Fines. In addition to fines described in our organizational documents, please note the following Infractions and fines:

<u>Infraction</u>	<u>Fine*</u>
Late Charges on Maintenance paid after the 10 th of the month.	\$50.00
Illegal Garbage Disposal (This includes garbage left at the bins and in the compactor room)	\$100.00 + Cost of Removal
Large Deliveries, Move-In / Move-Out without prior notice To the Board or Managing Agent Or through the front entrance.	\$400.00
Laundry Machines in Individual Units	\$100.00 per month
Unauthorized Sale of a Unit (This includes any unit Occupied by a tenant without Prior written authorization from The Board of Governors.)	\$500.00 + Other legal action as deemed necessary by the Board of Governors.
Unauthorized Occupancy of A Unit (This includes any unit Occupied by a tenant without Prior written authorization from The Board of Governors.)	\$500.00 per month
Not Closing Front and Back Doors	\$25.00 First Warning \$50.00 Second Warning \$100.00 Third Warning \$100.00 per incident thereafter
Carpet Violations - Any unit that is found to be without carpeting as outlined in the By-Laws.	\$100 initially + \$200 per month thereafter

*Unit owners are subject to fines for their tenants' violations.

MARYCREST APARTMENTS
A CONDOMINIUM
2345 LINWOOD AVE.
FORT LEE, N.J. 07024

AMENDED EXHIBIT B
RULES AND REGULATIONS
OF
(December 1, 1986)

The use of the condominium property shall be in accordance with the following provisions:

1. The condominium property shall be used only for single-family residences and for the furnishing of services and facilities herein provided for the enjoyment of such residences. Each of the units for which provision is made by the condominium documents shall be occupied only by a single family as its residence.
2. No immoral, improper, offensive or unlawful use shall be made of the condominium property nor any part thereof; and all laws, zoning ordinances and regulations of all governmental bodies having jurisdiction thereof shall be observed. The responsibility of meeting the requirements of governmental bodies which require maintenance, modification or repair of the condominium property shall be the same as the responsibility for the maintenance and repair of the property concerned.
3. Entire units may be rented subject to the provisions of paragraph IV (3) of the Declaration provided the occupancy is only by the lessee and his family, employees and guests and the term of said lease is not for less than twelve months. No rooms may be rented and no transient tenants shall be accommodated. No subleasing shall be permitted.
4. No unit owner shall make or permit to be made any alterations in the portions of the unit and the building which are to be maintained by the Association or remove any portion thereof, or make any additions thereto, or do any work which would jeopardize the safety or soundness of the building, or impair any easement, without the approval of one-hundred percent of the votes of the entire membership of the Association.
5. No unit owner shall bring onto or permit to be brought onto the condominium property or building any flammable, combustible or explosive fluid, material, chemical or substance. No noxious or offensive activity shall be carried on in any unit or in the common elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other unit owners or occupants.

6. The sidewalks, entrances, elevator, stairways and halls shall not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the units.
 - (a) No fire exit shall be obstructed in any manner.
 - (b) No person shall be allowed on the roof of the building.
 - (c) No children shall play in the elevator, stairways or halls.
 - (d) No baby carriages or bicycles shall be allowed to stand in the elevator, stairways or halls.
 - (e) No doormats, rubbers, umbrellas or other articles shall be placed in the elevator, stairways or halls.
7. No supermarket shopping carts shall be allowed in the building or on the condominium property.
8. All deliveries shall be made through the rear entrance.
9. Elevator pads for protection of the elevator walls are available and shall be used for all furniture moving.
10. Parking on the condominium property shall be permitted only in accordance with instructions provided from time to time by the Association. The Association and its Governors and employees shall not be liable for acting in accordance with these instructions.
11. No unit owner shall make or permit to be made any disturbing noises in the building nor do or permit anything that will interfere with the rights, comforts or convenience of other unit owners.
 - (a) No animals or reptiles of any kind shall be raised, bred or kept in any unit or the common elements except that dogs, cats and other household pets, not to exceed two per unit, may be kept in units subject to the rules and regulations adopted by the Association, provided that they are not raised, bred or kept for any commercial purposes; and provided further that any such pet causing or creating any nuisance or disturbance or noise shall be permanently removed from the condominium property upon ten days notice from the Association. In no event shall any pet be permitted in any portion of the common elements unless carried or on a leash or permitted to be walked or parked on the grounds of the condominium property.
 - (b) No unit owner shall play upon or permit to be played upon any musical instrument or operate or permit to be operated a phonograph, television set or radio in the building or grounds between the hours of ten o'clock P.M. and the following eight o'clock A.M., if the same shall disturb or annoy other residents of the building.

- (c) No unit owner shall conduct or permit to be conducted vocal or instrument practice, nor give nor permit to be given vocal or instrument instruction at any time.
 - (d) All unit owners other than the lobby units will have fully carpeted floors with the exception of the kitchen and bathroom.
 - (e) No unit owner shall move or permit moving of furniture or other objects between the hours of ten o'clock P.M. and the following eight o'clock A.M.
12. No unit owner shall permit anything to be hung from any window or placed upon any window sill or ledge or permit any linens, cloths, clothing, curtains, rugs or mops to be shaken or hung from any of the windows of the building.
13. No unit owner shall sweep or throw or permit to be swept or thrown from a unit any dirt or other substance into the elevator, stairways or hall or elsewhere in the building or condominium property.
- (a) An urn provided in the lobby shall be used to dispose of cigarette and cigar butts.
 - (b) All garbage placed in the compactor chute shall be securely wrapped. Items too large for the chute shall be hand carried and placed in covered garbage cans on the ground floor.
14. No awnings or other projections shall be attached to the outside of the building.
15. No radio or television antenna installation shall be made without the written consent of the Association. Any antenna erected on the roof or exterior walls of the building without the written consent of the Association is liable to removal without notice.
16. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any unit owner at any window or on any part of the outside or inside of the building without the prior written consent of the Association.
17. No outdoor wash lines and no outdoor drying of wash shall be permitted on the condominium property.
18. No washers or dryers shall be permitted in any unit.
19. Unit owners shall give immediate notice to the superintendent, or in his absence a Governor of the Association, of any accident or injury to the water pipes, gas pipes, gas fixtures or other common elements of the condominium property.

20. When leaving units, all windows shall be closed in order to prevent water and wind damage to the condominium property.
21. No employees of the Association shall be sent out of the building by any unit owner or lessee at any time for any purpose.
22. If any key or keys are entrusted by a unit owner or lessee, or by any member of their family, or by their employee or guest to a Governor or an employee of the Association, the acceptance of the key shall be at the sole risk of the unit owner or lessee and the Association and its Governors and employees shall not be liable for any injury, loss or damage of any nature whatsoever directly or indirectly resulting therefrom or connected therewith.
23. Unit owners shall be responsible for lessees, employees and guests being aware of and complying with these rules and regulations.
24. Any consent or approval given under these rules and regulations may be added to, amended or withdrawn at any time by the Association.
25. These rules and regulations, having been recorded in the Bergen County, N.J. Clerk's Office and distributed to all Unit Owners of MARYCREST APARTMENTS, A Condominium, amend in total and supersede all previously recorded Rules and Regulations.

MARYCREST APARTMENTS

A Condominium

2345 Linwood Ave.

Fort Lee, N.J. 07024

MASTER DEED - DECLARATION
Excerpts

V. CONVEYANCES. The sale, leasing and mortgaging of Units shall be subject to the following provisions until this Declaration is terminated in accordance with provisions herein elsewhere contained.

1. Sale or Lease. No Unit Owner may dispose of a Unit or any interest therein by sale or by lease without approval of the Board of Governors of the Association, except as elsewhere provided herein, which approval of the Association shall be obtained in the manner hereinafter provided.
 - (a) Notice to Association. A Unit Owner intending to make a sale or a lease of his Unit or any interest therein shall give notice to the Association of such intention, together with the name and address of the intended purchaser or lessee, such other information as the Association reasonably may require and the terms of the proposed transaction. The giving of such notice shall constitute a warranty and representation by the Unit Owner to the Association and any purchaser or lessee produced by the Association as hereinafter provided, that the Unit Owner believes the proposal to be bona fide in all respects.

- (b) Election of Association: Within (30) days after receipt of such notice, the Board of Governors of the Association shall either approve the transaction or furnish a purchaser or lessee approved by the Association (and give notice thereof to the person desiring to sell or lease his Unit) who will accept the transaction upon terms as favorable to the seller as the terms stated in the notice, except that a purchaser or lessee furnished by the Association may have not less than thirty (30) days subsequent to the date of approval within which to close the transaction, and except that the approval of a corporation may be conditioned as elsewhere stated. The approval of the Board of Governors of the Association shall be in recordable form, signed by any two members of the Board, and shall be delivered to the purchaser or lessee. The failure of the Association to act within such 30 day period shall be deemed to constitute approval, following which the Association nevertheless shall prepare and deliver written approval in recordable form, as aforesaid. The Unit Owner giving such notice shall be bound to consummate the transaction with such purchaser or lessee as may be approved and furnished by the

Association.

- (c) The Association subject to approval by the Board of Governors, shall have the right to purchase any Unit.

2. Mortgage. No Unit Owner may mortgage his Apartment nor any interest therein without the approval of the Association except to a bank, life insurance company, public or private pension fund, or savings and loan association. The approval of any other mortgagee may be upon conditions determined by the Board of Governors of the Association.

XV. LIENS

* * *

5. The Association shall maintain a register of all permitted mortgages.

XVI. JUDICIAL SALES

* * *

3. Unauthorized Transactions. Any sale, mortgage or lease which is not authorized pursuant to the terms of this Declaration or for which authorization has not been obtained pursuant to the terms of this Declaration, shall be void unless subsequently approved by the Board of Governors of the Association.

XI. COMPLIANCE AND DEFAULT

* * *

- (c) Costs and Attorney's Fees. In any proceeding arising because of any alleged default by a Unit Owner, the prevailing party shall be entitled to recover the costs of the proceeding and such reasonable attorney's fees as may be determined by the Court.