

10 Huron

Rockfort Management

WELCOME HOME!

Please use this package as a reference for any questions you may have on your new home and the surrounding areas.

INTRODUCTION

Dear Resident:

Welcome to 10 Huron Condominium. 10 Huron Avenue is a 255-unit condominium complex, which is operated by an elected Board of Directors. The Board of Directors and the membership of the Association take pride in our building. We expect that all residents who choose to live here will also have pride in their home.

Our building is managed by Rockfort Management, Inc., an independent property management company, located at 201 St. Pauls Avenue, Suite 1J. Any questions relating to the building should be directed to them. The Property Management Office telephone number is 201-798-3330, or for Verizon customers 201-430-7617.

Our property is patrolled by our own security guards 24 hours a day, seven days a week. The building is maintained by a superintendent, support staff, and 24-hour doormen. The cleaning staff consists of a porter and cleaning lady.

Enclosed please find your copy of the 10 Huron Condominium Association "Welcome Packet." It contains a wealth of information and should be reviewed by new residents. In particular, we wish to point out that the Rules and Regulations of the Condominium Association are contained herein. Please pay particular attention to the "NO PET" policy. Observe the "Move-in/"Move-out" policy.

If you have any questions regarding this packet, please contact the Property Management Office. We will continue to update this packet as necessary. This packet was developed to help make your new residency at 10 Huron Avenue a most comfortable and enjoyable one.

You made a wise decision in selecting our building as your home. We hope that you enjoy your residency and we take pleasure in greeting you as our new neighbor.

Yours truly,

10 HURON CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS

CONTENTS

INTRODUCTION	
CONTENTS	1
MANAGEMENT OFFICE.....	1
MOVES AND DELIVERIES	1
PAYMENT AND COLLECTION POLICY	2
RENTAL RULES AND REGULATIONS	2
GARBAGE DISPOSAL	3
PEST CONTROL	4
PARKING	4
REPAIRS AND MAINTENANCE FOR YOUR APARTMENT	5
LAUNDRY ROOM	6
ON-SITE RECREATION	6
FIRE ALARM.....	7
FOR PARENTS WITH CHILDREN.....	7
OPEN HOUSE GUIDELINES	8
ON-SITE TELEPHONE DIRECTORY	9
COMMUNITY TELEPHONE DIRECTORY	9

MANAGEMENT OFFICE

Rockfort Management Inc. is the on-site Property Management Company. The Property Management Office is located at 201 St. Pauls Avenue, Suite 1J, Jersey City, NJ 07306. Office hours are from 9:00 am to 5:00 pm, Monday thru Friday. The telephone number is 201-798-3330, or (201) 430-7617 for Verizon Customers.

If you have an emergency after 5:00 pm or on weekends, contact the doorman. The telephone number to the lobby is 201-798-2458.

Sean Kilby is the onsite Property Manager. All building problems or complaints should be directed to him.

Rockfort Management Inc. strives to handle all questions, problems or complaints as quickly as possible. Please feel free to contact the Property Management Office regarding any questions or comments that you may have.

MOVES AND DELIVERIES

Resident Move In /Out

The following rules apply to all moves in or out of the building:

- Unit owners are responsible for providing the following to the Management Office:
 - Name, address and phone number of resident moving in or out;
 - Date of move;
 - A copy of the new lease and lease rider (if the resident moving in is a renter).
- Arrangements must be made five (5) days ahead of the anticipated move with the Management Office. A move permit must be issued. If you rent, a copy of the lease and lease rider must be provided to the Management Office prior to the issuance of the permit.
- Renters are required to pay a \$100.00 cash payment (when moving in and again at the end of the lease during the move out) and a refundable deposit of \$250.00 that will be cashed and held in trust until resident moves out. Deposit can be paid in cash or money order payable to 10 Huron. Pauls Condominium Association, Inc., which must be received by the Management Office five days prior to the move. The \$250.00 deposit will be refunded after an inspection by the Management Office on the day of the move out. The \$100.00 is retained as a fee for the staff's time for the move-in/move-out.
- Management will cooperate with movers, Monday through Friday, between the hours of 8:00 am and 5:00 pm. Staff will unlock entrance doors, pad and make elevators available and check the common area when the move is completed. The Mover is to check in with the Doorman. When finished, Management will make a final inspection of the common area property to release the mover from any further responsibility or claims.
- Any damage done to the common area property, halls, elevators, paint, garbage left behind, etc., will be the responsibility of the person moving. In the case of a tenant who has posted a \$250.00 move deposit, the damage will be deducted from that deposit. In the event that a unit owner does the damage, the expenses for repair will be passed along in their maintenance bill.
- If a move-in or move out goes past the moving time of 5:00 pm, the staff overtime expense will be deducted from the deposit.
- All move-ins or move-outs must be done through the rear entrance of the building.
- Anyone not following the above procedures will not be allowed to move in or out of the building.

- All mattresses, box spring, sofas, or any furniture with fabric or leather that are entering or exiting the building must be wrapped in plastic prior to transporting the item. If a mattress is being discarded it must be discarded offsite and not left in the unit, compactor room, basement, or hallway. There will be a \$75.00 fee; billed to the Unit Owner should a mattress or box spring or furniture be left behind for the staff to remove.

REMEMBER: Movers will not be allowed in the building unless a permit has been issued by the Property Management Office and left with the Doorman.

Deliveries

Furniture and appliance deliveries must be made between the hours of 8:00 am and 8:00 pm, Monday through Friday, and Saturday from 8:00 am and 4:00pm. No Holidays and Sunday.

PAYMENT AND COLLECTION POLICY

For Owners

The maintenance fees and special assessments are personal obligations of each unit owner under the terms of the Master Deed. You will receive a maintenance bill approximately one week prior to the month it is due. Maintenance bills are a reminder to pay your maintenance fees. If you do not receive a bill by the first of the month that your maintenance fees are due, please call the Property Management Office. Fees are due on the 1st of every month. A late fee of \$25.00 will be assessed for monthly maintenance fees that are received after the 10th of the month that it is due.

If any assessment is not paid by a unit owner, the Board of Directors can place a lien on the unit, accelerate the outstanding assessment and institute a lawsuit to foreclose upon the unit. Any attorney's fees or court costs incurred by the Association will be paid by the unit owner.

For Renters

Your rent is payable to your landlord/unit owner by the terms set forth in your lease. The Association does not handle rent collection for rental units. You may, however, rent parking a parking space directly from the Association. The rent for these spaces is due the first of the month.

RENTAL RULES AND REGULATIONS

All leases must be forwarded to the Property Management Office prior to the tenant moving into the building. The following information must be included in the lease:

1. Tenant has read and understands the rules and regulations of the Association.
2. All leases are for not less than one year.
3. No Pets.
4. Moves must be scheduled with the Property Management Office and all move fees must be paid prior to the move date.

A complete copy of the rules and regulations is appended to this document.

Landlords are responsible for their tenants. All letters sent to the tenants from the Association will be copied to the landlord. Landlords are expected to enforce the Rules and Regulations of the Association.

GARBAGE DISPOSAL

Please be aware that you are required by the City of Jersey City to recycle.

There is a compactor room located on each floor of the building. Garbage is to be placed in a plastic bag small enough to fit into the compactor chute. Tie the bag tightly and place it into the compactor chute. All recyclable items should be placed into the appropriate bins provided. Large items are not to be placed into the compactor room. Please contact the Property Management Office for disposal instructions.

Garbage Chute Room Procedures

These procedures help maintain sanitary conditions and the safety of our employees and prevent damage to the compactor equipment. Violations may result in a financial penalty against the offending unit.

- 1. DISPOSE OF YOUR GARBAGE DAILY.** It is strongly recommended that you dispose of garbage daily in order to avoid a pest problem.
- 2. HOUSEHOLD TRASH GOES DOWN THE CHUTE BAGGED AND TIED. HOUSEHOLD TRASH ONLY! NOTHING ELSE!** – Open the black door, place the bag on the hopper then close it. Please ensure that the bag is not jammed in the hopper. If jammed try opening and closing a few times it should fall loose. If the bag is too big bring it to the basement. *Use smaller bags to avoid problems.*
- 3. NO GLASS DOWN THE CHUTE.** – The porter may get cut by the broken shards.
- 4. NO LARGE CARDBOARD BOXES DOWN THE CHUTE** – This jams the compactor and garbage backs up to the lower floors. Cardboard should be collapsed and placed in the designated area in the chute room. Larger or many boxes should be brought to the basement.
- 5. NO BOOKS OR MAGAZINES DOWN THE CHUTE** – These also jam the compactor. Place these on the shelves or bring them to the basement.
- 6. DO NOT PLACE TRASH OR ITEMS WITH FOOD DEBRIS IN THE BINS OR ON THE SHELVES** – Trash bags go down the chute, not in the trash can or in the room. Pizza boxes other items with food remnants go down the chute, if left in the room these will attract pests. If the bag is too big bring it to the basement. *Use smaller bags to avoid problems.*
- 7. ONLY CLEAN RECYCLABLES SHOULD BE LEFT IN THE CHUTE ROOM - NOTHING ELSE!** – Boxes go in the area designated, magazines and newspapers go on the shelf and glass and plastic bottles go in the recycle bin – NOT THE CHUTE!
- 8. DO NOT LEAVE LARGE BULKY OR ODD ITEMS IN THE CHUTE ROOM** – These items should be brought to the basement. If you have any questions on disposal contact the management office at 201-798-3330 or 201-430-7617.

PEST CONTROL

The Condominium Association has a contract with a licensed pest control company. If you find that you have a pest problem, please report it to the Property Management Office and your name will be placed on the list for the exterminator. The pest control company visits the building every Friday.

If you find that you are having a problem after a visit from the pest control contractor, contact the Property Management Office immediately.

The following are a few tips to help keep your unit and our building pest-free:

- Raw food, scraps etc., should be placed in a trash bag, tied and removed from the unit immediately. The tied bag should be placed down the compactor chute.
- Open food containers should never be left out.
- All food should be placed in sealed containers.
- Dishes should be rinsed of all food particles and sink should be clear of any food particles
- The stove should be cleaned of all food particles and grease after use.

As an additional precaution, the Association has implemented a highly successful pest prevention program that involves a thorough inspection of each unit three times per year to insure that any pest problems are taken care of swiftly before they are able to spread. **Your cooperation is necessary for the program's continued success.**

PARKING

Parking is available on a first-come, first-served basis. Parking spaces in the back of the building are rented to residents at a cost of \$95.00 per month. These prices are subject to change.

All cars in the rear parking lot must purchase gate-access remote controls from the Property Management Office for a non-refundable charge of \$35.00. This charge is non-refundable. If your gate access remote control is lost or stolen, please contact the Property Management Office so that we may delete that transmitter from the gate operator system. Cars will not be permitted to enter or exit the parking area without an access remote.

All parking space renters are required to place a parking sticker in their car so that the Property Management Office and Security Staff can identify their car. A parking information sheet must be completed and forwarded to the Property Management Office.

Guest parking, if available, is on a first-come first-served basis at a cost of \$5.00 per day. If you require a guest parking space you must come to the Property Management Office to pay the required fees and pick up a temporary parking pass. All cars must park in their assigned spaces. Empty spaces do not mean they are vacant spaces.

Safety and Security Tips: Keep your vehicle locked and do not keep valuables in your car. Do not keep your gate clicker in your car. If you are out in the evening hours, be aware of your surroundings. Please report any and all suspicious activity to the security guard. Report any lights out to the Property Management Office.

Illegally, improperly parked, or unpaid vehicles that are parked in the parking lot are subject to booting and towing.

REPAIRS AND MAINTENANCE FOR YOUR APARTMENT

The following procedure should be followed when your apartment requires repairs or maintenance:

- ***If you own your unit***, you can contact the Property Management Office to place a “work order” that will be issued to the Superintendent. The work will be completed as soon as possible. All such work will be billed to you at a later date.
- ***If you are a tenant***, unless there is an emergency, you must contact the landlord. Your landlord must authorize all repairs. In the event of a water leak or any other emergency situation you must contact the Management Office directly. If the Management Office is closed you must contact the doorman. Emergencies will be taken care of immediately by the maintenance staff.

Repairs to the individual air conditioning/heating units are the responsibility of the unit owner, since the design is to serve each individual condominium unit, not the community. The heating and hot water systems are considered common elements and will be maintained and repaired by the Association.

Please refer to your Master Deed for a complete list of items that are the responsibility of the unit owner. (A searchable PDF of the Master Deed is available on the Association’s website, www.10huron.com.)

Labor Costs for Repairs and Maintenance

SUPERINTENDENT and PORTER (Mon thru Fri 8am – 4:30pm)

1 minute to 30 minutes = \$22.50
31 minutes to 60 minutes = \$45.00

PAINTER (Mon thru Fri 8am – 4:30pm)

1 minute to 30 minutes = \$12.50
31 minutes to 60 minutes = \$25.00

AFTER HOURS and EMERGENCY CALLS(during non-regular working hours and all day Saturday, Sunday and Holidays)

1 minute to 60 minutes =\$90.00

Unit owners are responsible to pay the total cost of any material used, including applicable sales tax.

If damage occurs in a unit that either originated from another unit or the common elements, it must be reported to management within 30 days of the incident. Any longer than this and it becomes difficult to trace the source of the damage and as such it will be that unit owner’s responsibility to repair.

If a tenant occupies the unit they should be aware that they are responsible to report any structural problems with the apartment. Common issues are missing grout in the bathroom or leaks in the bathrooms from above or leaks from air conditioning units. If reported in a timely manner, the damage can be mitigated and the cost to all parties involved minimized.

LAUNDRY ROOM

The laundry room is located in the basement of your building. It is open 24 hours a day, seven days a week.

Rules and Regulations

1. The Laundry Room is for the use of the residents of the building only.
2. Residents are allowed to use a maximum of 3 washers and 3 dryers only.
3. Bulky items are to be placed in the front load washers only.
4. Please make sure after use that you put the lint into the garbage cans, clean off the top of the machines and throw out any softener sheets and empty detergent containers.
5. Residents are restricted to one laundry cart.
6. Laundry carts are not to be removed from the Laundry Room.
7. Clothes are to be removed from the machines promptly after the cycle has completed.
8. Clothes are not to be left in the machines for long lengths of time.
9. Lost or stolen clothes are not the responsibility of the Condominium Association.
10. Questions, problems or refunds please contact: Coinmach 1-800-232-WASH

ON-SITE RECREATION

All facilities are for residents and their guests only. If you notice anyone who does not belong on the property or in the buildings, please contact the Doorman.

Pool:

The St. Pauls Avenue Swim Club season runs from Memorial Day through Labor Day. Access to the pool area is by membership to the Swim Club or by payment of a daily fee. Only residents of the complex and their guests are permitted access to the pool.

Membership to the Swim Club will afford you access to our large in-ground pool, kiddie pool, chairs, lounges and shaded areas.

Health Club:

The Health Club is located in the basement of 225 St. Pauls Avenue. Membership includes use of all free weights, machines, treadmills, stationary bikes, and other equipment. The Health Club is open daily.

Meditation Garden:

The Meditation Garden is an area where residents are able to sit, relax and enjoy their quiet surroundings. It is an oasis in the midst of this large, boisterous city. Residents are welcome to sit in the pond area to read, relax and meditate. Children must be accompanied by an adult in the Meditation Garden and restricted from standing on the rocks and getting close to the water.

Playground:

The children's playground is enclosed in a large fenced-in area. Children must be accompanied by an adult. The playground is open from 8:00 am till sundown.

FIRE ALARM

The purpose of our Fire Safety Plan is to protect all commercial and residential residents and visitors from injury, property loss or loss of life in the event of a disaster. A disaster constitutes any one of the following: Fire, Tornado, Earthquake, Bomb Threat, Hazardous Chemical Spill, or any situation that has the potential for large-scale loss of life or property.

When you hear the alarm:

- Remain in your apartment if there is no immediate danger.
- Alert the Fire Department if you see or smell smoke.
- If you discover fire, leave the area immediately, closing but not locking doors.
- **If you are not in danger keep your door and windows closed and wait for instruction. You will be informed if evacuation becomes necessary**
- Become acquainted with the evacuation plan that is posted near the elevator on your floors.
- Do not use elevators.
- If you burn something while cooking, do not open your door to disperse the smoke. This will set off alarms and cause an unnecessary visit by the fire department.
- Above all -- remain calm and do not panic.

FOR PARENTS WITH CHILDREN

We ask that all parents please observe the following guidelines. This will help ensure your child's safety and maintain harmony with you Neighbors.

1. **Hold your child's hand while crossing all parking lots.**
2. Refrain from using the parking lot as an area to walk strollers.
3. Do not let children ride bikes or scooters in the parking lots.
4. Do not let children play in the gardens, lawns or around water features.
5. Do not allow your children to chalk sidewalks outside of the playground.
6. Restrict play activities to the fenced in playground.
7. Do not let your children play rough or kick or throw out of control balls that may injure someone or something.
8. **Children are not to play in the hallways or lobby.**
9. **Do not let children play in the laundry room, sit on laundry equipment or laundry carts.**
10. Supervise your children while riding the elevator.

11. Do not let your children ride bikes or scooters in your apartment.
12. Ensure that you have window guards on your windows.
13. Do not let children play in the windows.
14. Do not leave children unattended on terraces.
15. **Be considerate of your neighbors and try to limit the noises from your apartment that may bother them.**

OPEN HOUSE GUIDELINES

Owners and their agents must adhere to the following rules when holding an open house.

1. All open houses must be approved by the Board of Directors.
2. No signs, balloons etc. will be placed on the property.
3. Flyers may be left on the podium in the mailroom only.
4. Visitors of the open house will not be permitted to park on the property. All visitors must park on the street.
5. All visitors will be required to sign in at the lobby.
6. The doorman will announce the prospective purchaser and request that someone representing you meet the party in the lobby.
7. Visitors are restricted from touring the rest of the building without the owner or the agent.
8. All visitors are expected to enter and exit the building quietly and respect the residents of the building.

ON-SITE TELEPHONE DIRECTORY

Concierge/Doorman (After-Hours Information & Assistance)

201 St. Pauls Ave	201-656-2990
225 St. Pauls Ave	201-656-0040
10 Huron Ave	201-798-2458

Property Management:

Rockfort Management Inc.	201-798-3330
Move-In/Move-Out Scheduling	201-798-3330
Alt. Phone	201-430-7617

COMMUNITY TELEPHONE DIRECTORY

Emergencies:

Fire, Police, Medical - 911

*From a **cell phone** for police emergency within Jersey City, call: 201-547-5477*

NOTE: Cell-phone 911 calls are routed through the county and can have a slower response time.

Area Hospitals:

Bayonne Hospital	201-858-5000
Christ Hospital	201-795-8200
Jersey City Medical Center	201-915-2000
Meadowlands Hospital	201-392-3100
Palisades General	201-854-5000
Hoboken University Medical Center	201-714-8900

Jersey City Police Department:

Main Office	1 Journal Square Plaza, 4th Fl. (located at the corner of Cottage St. and Kennedy Blvd)	201-547-5477
North District	284 Central Avenue	201-547-5350

Post Office:

Nights, Saturday, Sunday and Holidays	201-915-7000
Main Station-69 Montgomery Street	201-915-7040
Bergen Station	201-332-2988
Five Corners Station	201-798-2708
Journal Square Station	201-798-4282
Westside Station	201-332-6519