

# THE ENCLAVE CONDOMINIUM ASSOCIATION

## **RULES AND REGULATIONS 2017-2018**

### **Welcome to the Enclave**

The Enclave is a 232 unit condominium complex that consists of exceptional amenities and the beauty of the ocean and beaches. It is a community, albeit a vertical community, and as such, requires rules and regulations so that all may benefit and your rights and those of others are respected.

Other than policies described in the Master Deed and Bylaws, rules are developed by the Board of Directors. The Board of Directors is elected by unit owners and charged with the responsibility to maintain the physical integrity and beauty of the building and grounds; provide for the security of residents; and to promote a desirable quality of life.

In order that residents enjoy the benefits of The Enclave in harmony, it is essential that all unit owners, guests and renters observe the rules and exhibit a sense of cooperation and community. Pursuant to provisions of the NJ Condominium Act, the Master Deed, and Bylaws, it is the responsibility of the Board of Directors to enforce the rules for the betterment of all. Persons willfully violating these Rules and Regulations will be subject to such fines or penalties as shall be determined by the Board of Directors as is provided thereof in the Master Deed and Bylaws.

It is the responsibility of Management to provide copies of these Rules and Regulations to all unit owners. It is the responsibility of unit owners who rent their unit(s) to provide copies to tenants.

### **ADMITTANCE TO UNITS**

All guests must sign in on arrival. No one will be admitted to any unit unless authorized by the occupant personally. Notify the front desk office at 609-347-0400 x101(or fax to 609-344-0286) if guests are expected and occupant is not personally available. Guests should notify the Front Desk if assistance will be required in the case of an emergency.

Residents must come down to the lobby to receive packages or deliveries.

No contractors will be admitted to a unit and no articles will be removed from this building without notifying the Front Desk in writing with an Authorization form from the Unit Owner (as described in these Rules and Regulations). Occupants of unit, prior to delivery, must authorize all deliveries.

### **ATTIRE**

Proper attire must be worn at all times by the residents and guests in all public areas. No bare feet are permitted at any time in lobby or elevators. Bathing suits are not permitted in the front section of the lobby.

## **AUTOMOBILES and GARAGE**

The garage is for use of residents. Parking spaces are unassigned, with one space allotted per unit. Access to the garage is with a security "Access Fob." Access is denied to all delinquent unit owners and to tenants whose landlord is delinquent. Current parking policy permits parking 2 cars from Sunday at 7:00 PM to Friday at 9:00 AM. (The 2 car policy may be suspended on holidays or for special events.) 2 cars may be parked without restriction during the off summer season (Memorial Day Weekend through end of Labor Day Weekend). Vehicles violating this policy or taking up 2 spaces by parking over painted lines may be booted. Removal of the boot requires an advance payment of \$95.00.

Pickup truck parking is preferably limited to the first level just inside the rolling gate and shall never be parked in a manner that negatively impacts ingress and egress of other vehicles.

The parking garage is for parking only. No work of any kind on any vehicle is to take place inside parking garage and no ball playing or other recreational activity is permitted.

As a courtesy to owners of electric vehicles, access to electric charging spots should be kept open for such vehicles when possible.

It is the owner's responsibility to insure that their parking permit is up to date and is passed onto renter or guest. Each vehicle must display a permanent sticker or valid temporary pass. Any vehicle not properly labeled may be booted at the owner's expense. Replacement tags can be issued at the owner's written request only, and shall be at a charge. Tags are issued during normal business hours.

## **DRIVEWAYS**

**Front - Porte Cochere (Lincoln Place)** driveway serves only those vehicles picking-up and discharging riders and for loading and unloading. The driveway is in no way a "parking" area. Such unattended vehicles provide an inconvenience and hazard to others and will be booted or towed away at owner's expense. There is a three-minute time limit to load or unload. Vehicles **MUST NOT** be left unattended. All luggage racks and carts must be promptly returned to their designated area.

## **ACCESS TO UNITS**

Every resident or guest must provide access to their unit upon request by Enclave Management or duly authorized staff in order to discharge the condominium's responsibilities. Reasons for access include safety, health, equipment maintenance and/or repair. In the event of water leaks, fire, or other emergencies, quick access to a unit may be necessary. In order to provide access in such emergencies when the unit owner, tenant, or guest is absent, the following key system has been established:

- The Enclave Condominium association requires that each unit owner deposit a workable key to Management. At least one key to the unit cylinder lock and a key to any security lock are applicable.

- Failure to deposit workable keys to management will make the unit owner liable for any expense incurred. This includes repair of broken doors or locks required by forced entry; Locksmith fees; and damage to another unit or common area caused by a problem emanating from the locked unit. In addition, fines and/or penalties may be assigned by the Board of Directors
- Keys will only be used in case of emergency.
- If a unit owner wishes that a copy of their key be dispensed to a contractor or other vendor, the owner must give the Front Desk a separate key which will be kept in a separate area which will be used for that purpose. Written Authorization must be received by the Front Desk naming the contractor or vendor to receive the key and the dates they are to arrive. PLEASE NOTE: WE CANNOT DISPENSE A KEY TO A REALTOR. THE OWNER MUST GIVE A KEY DIRECTLY TO THE REALTOR, and must give the Association written authorization for the Realtor to enter the unit.

### **BALCONIES AND TERRACES**

No alterations to the exterior of the units, balconies and terraces, fences or common element areas may be made without written approval of the Board of Directors. No enclosures, extensions, alterations or screening of the balcony or terrace areas are permitted with the exception of Board approved bird lines. No unit owner shall have any right to paint or otherwise decorate or change the appearance of any portion of the exterior of the building.

No radio or television antenna of any type nor air conditioning unit, flood light or any other equipment or appurtenance or any wiring for any purpose may be installed on the exterior of the building or protrude through the walls, windows, or roof without written permission of the Board of Directors of the Association.

Shaking of mops, rugs, etc. is prohibited. No person shall throw anything from the balcony or sweep dirt, sand or water from the balcony.

Railings must be free at all times of any decoration, rugs, clothing, towels, flags, etc. Nothing is to be draped over or suspended from any part of a balcony rail (including hanging flower baskets).

Enclave policy prohibits use of charcoal, wood or electric grills, propane or any cooking apparatus on balconies.

No sign, advertisement or flag shall be exhibited from balcony, railings, or windows. No awnings, window guards, light reflective materials, hurricane/storm shutters, ventilator fans or air conditioning devices may be used in or about the unit except as shall have been approved by the Board of Trustees in writing.

Windbreakers shall not be installed on any balcony railing or on balcony.  
Storage lockers shall not exceed the height of the top rail of the balcony.

Planters or flower boxes are not permitted to exceed the height of the knee wall and must not be visible from the exterior of the building. Hanging baskets are prohibited. All planters must be lined to avoid damage to balcony finish and from leaking water onto balconies below. Water collection plates should be in place. Consideration of neighbors is essential.

Furniture should be removed from all balconies at the conclusion of the summer season and no later than November 15.

No feeding of birds or any other animals is permitted on or from the balconies or in any common or limited common area. The placement of bird baths, bird feeders or any other item designed to lure or attract birds or animals is prohibited on the balconies and terraces.

### **BEACH ACTIVITY**

Residents and guests must re-enter building after beach usage only through the pool area or service elevator lobby door on Lincoln Place. No re-entry from beach is permitted through Boardwalk or Lincoln Place main entrances. Water spigot for sand wash-up is at rear (pool) entrance. After the pool is closed, please use the service elevator lobby entrance. Do not enter building barefoot.

### **BEACH CHAIRS AND BEACH PARAPHERNALIA**

Residents and guests must use the service elevator to transport beach chairs and other large beach paraphernalia i.e. boogie boards, surfboards, etc.

Storage of beach chairs may take place free of charge in designated area next to pool. Additional beach chair storage located directly on beach is available at a fee. Arrangements can be made at the Management Office.

All beach paraphernalia must be removed from either storage area at the end of the summer season but not later than October 15th. Items remaining after that date will be disposed of.

### **BICYCLES**

The bicycle storage areas are for rent to residents on a yearly basis and can be accessed via Access Fobs/Cards. All bikes are stored at the owner's risk and should be kept locked. The Association is **not** responsible for the safekeeping of the bicycles. Yearly space rentals are available beginning each April. Maximum rental is 4 spaces per unit. Arrangements can be made at the Management Office.

### **BUILDING MAINTENANCE**

All appliance repairs (washers, dryers, refrigerators, garbage disposals, etc.) are the sole responsibility of the unit owner. It will be the responsibility of the tenant or the Owner to make

arrangements for repairs and payment. The Enclave maintenance staff is not permitted to work on the appliances within a unit.

Maintenance is not responsible for supplying light bulbs, toilet tissue, or any other supplies for the units.

Heating and Air Conditioning repairs must be serviced by a qualified heating and air conditioning service of the unit owner's choice. It will be the responsibility of the tenant or owner to make arrangements for repairs and payments. The Enclave maintenance staff is not allowed to work on the H.V.A.C. system within any unit.

Heating and Air Condition filters can be picked up at the front desk for a fee.

**NOTE:** Enclave employees are not permitted to perform personal work during regular duty hours and will be terminated if found in violation of this rule.

Work, when performed and completed on employee's time, is the responsibility of the employee and/or the unit owner.

### **LENDING EQUIPMENT**

Building cleaning equipment, such as vacuum and carpet cleaners, buffing machines, tools and ladders, etc., are not available for the owner's use.

### **CLOSING APARTMENTS**

When closing apartments for several days or for season, please follow the following procedure:

- Heating: Turn thermostat to 58°. **DO NOT turn all power off.**
- Water Supply to washer/dryer should be turned off
- Circuit breaker for water heaters may be turned off.
- Windows and Doors should be securely closed and locked.
- Inactive TV sets may present a fire hazard. Pull plug before leaving.

### **COMMON AREA**

No unit owner or occupant shall alter, build, plant or maintain any matter or thing upon, in, over, or under the common elements without prior written consent of the Board of Directors of the Association.

### **COMPLAINTS, COMPLIMENTS & SUGGESTIONS**

Forms are available at the Front Desk in the lobby to file a complaint, compliment or make a suggestion. Completed forms will be reviewed by the General Manager who will attempt to solve any problems. Issues will be referred to the Board of Directors where applicable.

### **CONSTRUCTION AND RENOVATIONS TO UNITS**

All remodeling work to be done in any unit must be pre-approved by the Board of Directors before work begins. Plans must be submitted to the Management office that includes a written

description of the work. The following forms (available at Management office) must be fully completed, submitted together, and reviewed by Management prior to work commencing: Application for Renovation; Contractor Application; Contractor/Vendor Authorization Form; Owner release for Uninsured Contractor, and Contractors Guidelines & Rules (Owner must provide copy of this form to contractor). A building permit from the City of Atlantic City, when applicable, is also required. (If in doubt as to need for permit, please see General Manager). All plumbing and electrical work must be inspected by local officials before walls are closed. Furthermore, all contractors must be properly licensed per New Jersey and local codes.

### **Construction / Renovation Guidelines:**

- All work must be restricted to the hours of 8:00 AM to 5:00 PM, Monday through Thursday, and Friday from 8:00 AM to 3:00 PM. No weekends. No holidays. **No work is to take place between Memorial Day and Labor Day. No construction that produces noise can begin before 9 AM.**
- All contractors' vehicles must be parked on the street and access building via rear basement door on John Seedorf Lane. Permission to utilize garage parking must be received from General Manager or his designee. A current parking pass must be displayed in the front window. Owners are not permitted to obtain a pass for contractor, transfer their parking sticker, or provide an Access fob. Fines and/or penalties may be assessed to unit owner for violation of this policy.
- All contractors must check in with Security each day.
- Service elevator must be used exclusively for all construction work & deliveries.
- Enclave carts may not be used for construction work or deliveries.
- Hallway carpeting must be protected.
- No material, tools or equipment may be kept or stored in the hallways at any time.
- Anyone using an open flame must bring a fire extinguisher to the unit with them.
- No drilling is permitted in concrete floors or ceilings.
- Cleaning contractors work hours:
  - 8:00 AM to 5:00 PM Monday through Saturday.
  - 10:00 AM to 4:00 PM Sunday.
  - Saturdays and Sundays are permitted for light cleaning ONLY.
- No unit owner shall make any modifications or alterations within his unit affecting a "bearing wall" or other common element without the written approval of the Board of Directors of the Association and any holder of a first mortgage lien.
- If any paperwork needs to be completed, or if a key is needed, work cannot commence until arrangements are made at the Management Office.
- Please ask for a copy of our Contractor's Guidelines, available at the Management Office or Front Desk and provide it to contractor.

**Please note: Owners are responsible for any damage incurred to either common areas or other units as a result of construction. Use of the trash chute for construction trash or debris is prohibited.**

### **CORRIDORS, STAIRWAYS & DOORS**

Hallways and stairways are to be kept clear at all times; stairway doors are to be closed at all times. Doors are never to be propped open for any reason. Doors from hallways into apartments must be kept closed. It is a fire code violation for any unit door to have a door stop installed.

### **ELEVATORS-PASSENGER**

No objects such as beach chairs or umbrellas, grocery carts, luggage carts, furniture, bikes, etc. are permitted in the passenger elevators. Such objects are for Service elevator use only.

No eating or drinking in all elevators.

### **ELEVATOR-SERVICE**

The following guidelines will be adhered to by all concerned personnel in connection with the use of the service elevator.

Residents anticipating a move of furnishings, either in or out of the building, requiring the use of the service elevator must make reservations for its use as far in advance as possible. Such moves are only allowed Monday through Thursday, 9:00 AM to 4:00 PM and Friday from 9:00 AM to 3:00 PM. No weekends. No holidays.

#### **Information needed for this reservation:**

- Date of move.
- Approximate time of arrival and name of carriers.
- Approximate length of time elevator will be in use. Schedule must permit use of elevator between trips to basement for other residents.
- Any extreme departure from information furnished in the above paragraph could conceivably result in giving time to someone else who may be waiting.
- Small loads (such as one elevator carload) will be accommodated as schedule permits.
- Failure to make reservations for elevator use could result in turning away delivery vans due to unavailability of elevator upon their arrival.
- Calling the Front Desk at 347-0400 extension 101 may make reservations for use of service elevator.

### **EMPLOYEES - UNIT OWNERS**

Full and part time personnel employed by individual owners must have identification and register upon arrival with the front desk.

### **EMPLOYEES - BUILDING**

Criticism of building employee's work or conduct should be reported IN WRITING to the General Manager. (See Complaints)

### **ENTRANCE DOORS- Access Fobs/Cards**

Security "Access Fobs" are used to gain access to the exterior entrance doors and interior common areas, including the parking garage. A maximum of 5 fobs per unit are permitted. These computerized fobs are vital to the security of the building and should be guarded as closely as apartment keys. The fob system will have the capability of monitoring the unit registered to said fob together with the number of vehicles in the parking garage and will flag any parking policy

violations. Fobs should not be handed out indiscriminately. Access Fobs/Cards must reflect the name of the current resident. Any door found open should be reported to the Front Desk as soon as possible for resident protection. Replacement Fobs are available for sale to authorized persons, including tenants, at a charge. The unit owner must be in good standing for an Access Fob/Card to be issued. Please allow 24 hours for processing.

### **FIRE**

In the event of a fire, based upon the severity of the situation, the speaker in your unit will state whether you need to evacuate or to be on the alert for additional instructions. If you are requested to leave your unit, close the door behind you and proceed to the nearest exit. Our elevators are programmed to remain in operation when the fire alarm system tells the elevator that it is safe to do so. If a problem exists near one elevator, but the other elevator is clear, the safe elevator will remain in operation. If the elevators are not operational then use the fire tower (stairwell). However, first feel the door that leads from your unit to the hallway. If it is hot or smoke is seeping in, DO NOT OPEN.

If you become trapped in your apartment and cannot reach a safe exit, keep the door closed and seal off any cracks. Use your phone and call the Fire Department by dialing 911. Give the address of the building, the floor you are on, and the unit number. If you become caught in the smoke or heat in the hallway, stay low where the air is better. Take short breaths (through nose) until you reach an area of refuge (fire tower).

Do not hold the fire tower door open for someone else coming down the hallway. If you hold the door open, you will let smoke and heat into the fire tower and defeat its purpose. Fire towers are safe areas of refuge since they are enclosed and the doors and walls are fire rated to keep smoke and heat from entering the stairwell. They are, for all intents and purposes, an indoor, enclosed, 28-story fireman's ladder. When there is a fire, the firemen have access to a list of disabled residents and will assist in their evacuation. However, a "buddy system" should also be used. A responsible person who lives on the same floor should help those who need assistance. As soon as the Fire Department arrives, the Fire Captain is in complete charge. The Fire Captain will issue all orders and all questions pertaining to the emergency shall be directed to the Fire Captain.

### **FIRE DRILLS**

Fire drills will be announced in advance.

### **FITNESS CENTER**

The Enclave's fitness center is located on the west end of the seventh level recreational floor. The fitness center is open 24 hours a day, seven days a week. Access is restricted to persons over the age of 16.

Please adhere to the following:

- Be considerate of others when using your own personal listening device or the wall mounted television(s).



- Do not move the equipment from its original location.
- Place the weights back in the rack where they were stored.
- Wipe down the equipment with liquid sanitizer (provided) when you are through using it.

Please report unruly behavior, violation of rules, or misuse of equipment to Management Office.

### **FOOD WASTE**

Place all food waste down garbage disposal, not into trash chute or trash cans. **Items of food waste that cannot be put in disposal**, such as rice, meat bones, cornhusks, grease, oil, etc., should be placed in newspaper and tightly bagged before placing in the trash chute. Rice tends to expand and clog the drain lines in the floors below. Too large a bag will clog chute and become a fire hazard. Run plenty of cold water during and after use of garbage disposal to flush out the drain.

### **GUESTS/TENANTS**

Owners are responsible for the conduct of their guests, tenants, and employees. Fines and/or penalties may be assessed to unit owner if the guests, tenants, or employees of the Unit Owner violate a rule. Therefore, the Unit owner must convey the House Rules and Regulations to their guests, tenants, and employees. Additional copies of the Rules and Regulations are available at the management office and front desk.

Guests should notify the Front Desk if assistance will be required in case of an emergency. Guests, tenants, and employees are not to commit any act that conflicts with the Condominium Documents, the House Rules and Regulations or any city ordinances, or to commit any illegal or unlawful act in their apartments or the building.

When residents plan to have guests occupy their apartment, the following arrangements must be made by the owner:

1. Owners must notify the Management in writing of any person who will occupy the apartment during the owner's absence.
2. Furnish guests with a copy of the House Rules and Regulations to avoid embarrassment to all concerned (To be obtained at the Front Desk).
3. Make arrangements for guests to have a key to the apartment.
4. All guests occupying the unit in the owner's absence must register. A parking pass will be issued upon registration. An affidavit must be signed by both unit owner and guest stipulating that no financial transaction has taken place permitting the guest to occupy the unit.

### **LE CLUB**

Le Club, The Enclave's Residents Lounge is available for use by residents **only**. The room, during the off-season, may be reserved for private functions at a fee. Please see the Management Office for details. It is the responsibility of residents (unit owners) to pay for any damages incurred during any function. The use of any sound producing instruments, i.e. Music, TVs, etc., above conversational loudness is prohibited after 2:00 AM.

### **LOBBY**

Loitering at the Front Desk is prohibited. Security staff is not permitted to socialize with residents and may be penalized for doing so. Please do not engage them in social conversation. Proper attire should be worn in the lobby. The following are prohibited in the lobby: barefooted persons; food and drink; bicycles; and beach chairs.

### **MAINTENANCE FEES**

All unit owners are required to pay their maintenance fee no later than the 15<sup>th</sup> of the month or a late fee of \$50.00 shall be applied to the account. If any unit owner is two months deficient, the matter will be turned over to the attorney for collection, and the unit owner/resident will be denied the use of amenities.

### **MORTGAGE OF UNIT**

Each unit owner shall have the right to mortgage or encumber his/her unit, provided that such mortgage or encumbrance is made to a bank, mortgage banker, trust company, insurance company, savings and loan association, or other institutional lender or as a purchase money mortgage made to the grantor (or any person or entity designated by grantor) or to the immediate predecessor in title of the unit.

### **MOVE-IN AND MOVE-OUT**

The Management Office (609-347-0400 Ext. 103) must be notified one-month in advance when scheduling a move-out or move-in. All moves are restricted to Monday through Thursday between the hours of 9:00 AM and 4:00 PM and Friday between the hours of 9:00 AM and 3:00 PM. No weekends. No holidays. Loading and unloading must take place through the basement of the building on John Seedorf Lane. Reservation for use of the service elevator is necessary.

### **NOISE**

No unit owner or occupant may make or permit any disturbing noises, nor do or permit anything to be done by such persons who will interfere with the rights, comforts or convenience of other unit owners or occupants. All precautionary measures must be taken to keep from disturbing the peace and tranquility that neighbors and fellow-owners are entitled to in their unit.

The use of any sound producing instruments, i.e. TVs, stereo sets, organs, etc., above conversational loudness is prohibited between the hours of 11:00 PM & 8:00 AM. Caution should be exercised in closing doors so to avoid slamming.

No construction that produces noise can begin before 9:00 AM.

Each unit owner shall provide padding and carpeting to cover at least Eighty percent (80%) of the floor area of their unit, excepting the kitchen, bathroom(s) and closets.

### **OCCUPANCY**

Each of the apartments shall be occupied only by owner or lessee as a residence and for no other purpose. Atlantic City Code restricts the number of individuals permitted to reside in each size unit. Please contact Management Office for information.

No unit may be used for the conduct of any commercial enterprises. No resident shall post any advertisement or posters of any kind, except as authorized by the Association.

No improper, offensive, or unlawful use shall be made of any unit; and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction thereof shall be observed.

The unit owner shall not engage in any activity or keep anything in any unit or in or upon the common elements which will increase the rates of insurance or result in cancellation of insurance to the Condominium.

Each unit owner must install and maintain draperies, blinds, curtains or other window coverings on all windows of unit.

### **PETS**

Pets (dogs, cats, birds, reptiles, or other animals) are NOT permitted under any circumstances, except where required by law. Service animals are defined by the A.D.A. statute. There shall be no feeding of animals and birds anywhere in or on the condominium property, including the units. In addition to other fines set forth for violation of the Rules and Regulation of the Enclave, the first violation of this section is punishable by a fine of \$50.00 and each subsequent violation of this section is punishable by a fine of \$100.00. The Enclave has enacted an Assistance Animal Comfort policy. Residents may obtain copies of said rules and regulations from Management.

### **POOL AND POOL AREA**

The outdoor pool is available for all residents and authorized guests of Enclave from Memorial Day weekend through the week after Labor Day. See the notices posted at the pool for times. Pool rules are posted in the area and will be enforced by Management or pool staff.

Children under 16 are not permitted in the pool unless accompanied by an adult. Babies with diapers are not permitted in pool or spa pools; special swim diapers must be used. No baby toys or carriages are permitted at poolside. Ball playing, rafts, toys, smoking or undue disturbance is prohibited. No glass containers are permitted in the pool area. Please use receptacles for trash. The Association is not responsible for any personal belongings. No pool furniture is to be removed from pool area. Lounge chairs are for everyone and cannot be reserved by placing personal items on them while away from pool area or by way of any other means. Violators will have personal items removed by staff. Food shall be permitted in designated areas only. No food is permitted to be served or consumed on pool deck. Pool users should use personal listening devices not to disturb other residents. The pool and spa are for the exclusive use of Enclave unit owners, tenants, and their guests.

### **RENTALS**

Unit owners may rent their units a maximum of 2 times within a calendar year. Rentals must be for a minimum of 90 days. Owners must utilize an official Enclave lease (available at the Management Office). The following policies must be followed for rental of units: The below policies will be reproduced and must be signed by unit owner or owner's agent indicating understanding of, and agreement to comply with policy.

**Step #1:** The following documents must be submitted for Enclave review and approval. (Review period is 2 weeks from submission date.)

- Lessee's favorable Credit Report with a credit score of 700 or greater
- Lessee's favorable Police Report showing no felony convictions.
- Lessee's favorable Landlord Protect report showing no previous evictions or any unfavorable landlord/tenant issues.

The above are guidelines for the Rental Committee to consider, but the Rental Committee, in its discretion, may wave one or more guidelines.

#### **Unit Owner/Landlord Financial Requirement**

Unit Owner/Landlord must be current with their Condominium account before an initial lease or lease renewal is approved and processed by the Association. In the event, at any time during the lease period, that Unit Owner/Landlord is 2 months or more behind in his/her Condominium account, the Unit Owner/Landlord must agree to subordinate any rent due and permit the Association to receive all net rental payments until the Association account is current. (Net rental payment is the rent payment minus any realtor fees, if any)

**Step #2:** Upon review of the above and notification of approval by The Enclave, the following additional documents and rule compliance are required:

- Unit Owner/Landlord payment of a Lease fee of \$300. Fee for a returning tenant to same unit is \$150. This fee is required of each rental.
- A C.O. (Certificate of Occupancy) from Atlantic City Code Enforcement, listing the names of all occupants, is required. Any occupancy without a C.O. will be reported to Code Enforcement as will occupancy by more than the number of individuals permitted by code.
- Submission of an inspection and Clearance Certificate from a licensed pest control company re. Rodents, Insects and Bed Bugs.
- Copy of fully executed "Enclave" lease including names and phone numbers of tenants and landlords.
- Tenant signature acknowledging receipt, review and agreement to comply with Enclave Rules and Regulations.
- Under no circumstances can owner's Access Fobs be used by anyone other than individuals listed on lease. Use of these devices by others will result in the deactivation and a \$20 fee for reactivation.
- In the case of a lease renewal, the Enclave Condominium Association must approve the renewal. Such approval will be made or withheld dependent upon the

tenant's history of compliance with The Enclave Condominium Rules and regulations during their tenancy at The Enclave. A request for approval of a lease renewal must be made at least 30 days prior to the expiration of the current lease. A copy of the new lease must be filed with management.

- In the case of a tenant moving from one unit to another, the Enclave Condominium Association must approve the new lease. Provisions governing # 7 apply.
- Move-ins, move-outs and deliveries must be scheduled with management.
- No subletting is permitted.
- The State of NJ requires the posting of a "No Lifeguard on Duty" sign on the back of the apartment door. Signs are available in Management office. Failure to maintain sign will result in a citation and fine.

Upon completion of Steps #1 and #2, the tenant may occupy the unit. Tenant occupancy or continued occupancy, in the case of a lease renewal prior to approval by the Enclave Condominium Association and full compliance with the above requirements, will result in a \$25.00 per day penalty being charged to the unit owner for non compliance.

### **SALE OF UNITS**

Unit owners must inform the Condominium Association of the impending sale, providing the name and address of the persons involved in the sale, settlement date, and the name of the Mortgage Company, if applicable. The buyer is required to pay at settlement, a fee equal to two months maintenance payment that will be placed in a Capital Improvement Fund. This fee is non-refundable and does not pre-pay any monthly maintenance fees.

### **SECURITY**

"Access Fobs/Cards" are available for sale to owners & residents. Tenants' Access Fobs/Cards are deprogrammed at the end of the term of their Lease. They can be reprogrammed upon issuance of a new or renewed Lease.

Do not allow "coat-tailing" (letting others follow you into the building after you have opened a door or are accessing the garage).

All guests occupying the unit when the owner is absent must register at Front Desk (see Guests).

### **SMOKING**

The Enclave has enacted a **Smoke Free Building Policy**. Therefore, smoking is **NOT** permitted in the entire Building and Grounds including any Unit, Common Element and/or Limited Common Element. Residents may obtain copies of this Policy from Management.

### **SOLICITATION**

No apartment owner or guest of apartment owner, or any other person shall be permitted, directly or indirectly to solicit the sale of services, goods, wares, merchandise, real estate or apartment units unless approved by the Management Office. The conduct of any business of an owner, or any other person, is strictly prohibited within such public areas of facilities. There shall be no

unauthorized distribution of pamphlets, newsletters, or periodicals in any common area. There shall be no door-to-door solicitation for any cause or purpose whatsoever.

### **STORAGE**

No common elements, other than those described and assigned to each dwelling unit, may be used for any type of storage of any unit owner's property, nor may the common areas or limited common areas be obstructed by any act of the unit owner.

Storage Lockers are housed in the basement and on the 6<sup>th</sup> floor. If you would like to be added to the waiting list, please contact the Management Office. There is a \$250.00 refundable deposit required, and a \$70.00 annual fee for the storage locker. The lockers do not get passed from one unit owner to another in case of the sale of the unit. If the new unit owner would like a locker, they will need to be added to the waiting list.

### **TRASH CHUTES AND ROOMS**

Trash must be placed in trash chutes in the designated location on each floor. Recyclable materials must be placed in the designated area on the first floor.

The trash chute is NOT an INCINERATOR, but empties into a Dumpster in the basement, where the trash is removed by a truck. All loose dirt, corn husks, cobs, bones, coffee grounds, etc., must be wrapped and then bagged in a tied, tightly sealed trash bag before placing in the trash chute. Do not empty wastebaskets down trash chute Do not put construction waste in the trash chute. Do not place flammable material, such as paint, varnish, etc., in the trash chute. Do not place smoldering materials in the chute, as a serious fire could result. The trash chutes are not to be used before 6:00 AM or after 8:00 PM as this creates noise for adjacent apartments on the lower floors.

The garbage disposal unit in the kitchen sink will take care of most food waste and must be used for this. Placing garbage in the trash chute not only creates very unpleasant odors, but also creates pest control problems and health hazards.

Residents should avoid placing very large sacks of trash, large cartons, boxes or bundles in the chute to avoid clogging.

To get rid of unwanted furniture or other bulk items, call the Management Office. On the appointed day place the item outside your door. Please DO NOT place bulk items downstairs. We will remove them for you.

Tin/metal cans, glass & plastic containers should be rinsed and brought to the recycling area on the Lobby level. Newspapers and other unwanted paper materials should also be brought to the recycling area on the Lobby level.

Please check with the Management Office for a list of recyclable items collected by Atlantic County.