

The By-Laws of the Harbour Mansion Condominium Association (HMCA) charge the Board of Trustees with the responsibility of amending and adopting the Rules and Regulations covering the operation and use of and conduct in the Condominium property. (Ar. IV, Sec 2 posers and duties, sub-section (e)). Accordingly, the HMCA Board of Trustees in order to insure the comfort and well being of the members of the Association and their guests, and recognizing that we have a mutual obligation to contribute to the successful operation of our common home, has reviewed and revised the Rules & Regulations as delineated below. These rules were approved by the Board at the Open Meeting held on May 20, 2015 and mailed to unit owners of record. The complete document is available on the HMCA website, **harbourmansion.com**. Any changes or revisions will be posted on the website so unit owners and their representatives are directed to check there to ensure that relevant items are up-to-date.

## **1. Definitions**

1.1 Owner: The owner(s) or any other form of legal entity having title to a unit

1.2. Resident: a. Owner(s) and/or occupants legally authorized to reside in the unit, person(s) who temporarily reside in the unit with written permission of the unit owner when he is not present or case of corporation or fiduciary ownership, the person(s) designated in writing to reside in the unit.

b. Lessee(s) of a unit and authorized occupants.

1.3. Immediate Family: Spouse, spouse-equivalent, siblings, parents, children and grandchildren of the owner(s) or lessees(s).

1.4 Guests: Invitees of the residents except immediate family.

1.5 Adult: Anyone over the age of 18

1.6 Spa/Pool: Area including the pool area, steam room, sauna, gym, locker rooms, etc.

## **2. Spa and Beach & Deck General**

2.1 Any HM monitor, including, but not limited to, doormen, managing agent representative, etc, are authorized to enforce the Rules & Regulations of HMCA for the Spa and Beach & Deck and have the authority to ask anyone not in compliance to leave the area. Failure to do so will be considered trespassing. In any case owners and their guests remain subject to and obligated to adhere to all applicable rules. Failure to comply will result in loss of recreational privileges.

2.2 Children under the age of sixteen (16) must be accompanied by an adult and must remain in the presence of said adult at all times in the pool, spa, beach & deck areas.

2.3 All residents and their guests must have proof of residency and guest status. Residents will be required to present their resident card for access and Guests will be required to have their id bands on in order to gain entry to these areas.

## **3A. Pool/Spa Area from Labor Day to Memorial Day**

3.1 Harbour Mansion does not provide life guards for the pool. Residents and their guests use of the pool is at their own risk. The in-pool occupancy must not exceed twenty-five (25) people, regardless of age. The in-pool occupancy of children under the age of sixteen (16) will be limited to no more than four (4) per responsible adult to the maximum of 25 adults and children. Any child under the age of 7 must be in contact with an adult when in the water. Whenever a HM monitor and/or official representative (example: doorman on duty), is present they are to be respected and their instructions followed. Failure to do so can result in loss of recreational privileges.

- 3.2 A full shower must be taken prior to entering the pool. Prior to entering the pool, persons must shower. All owners/guests entering the pool area from the beach must wash sand off feet at the shower on the beach deck or the shower on the north east side of the building. Any person (adult or child) entering the pool with sand from the beach will be immediately directed to leave the premises.
- 3.3 Pool hours are 5:00AM – 12 midnight. No swimming is permitted overnight.
- 3.4 Children who are not toilet trained are only permitted in the pool wearing leak proof garments designed for such use.
- 3.5 Proper Bathing Attire is to be worn in the pool. No cut off jeans, street clothes etc.
- 3.6. No smoking, including e-cigarettes, cigars, pipes or any other tobacco product is permitted in the pool and spa area.
- 3.7 No food or drink is allowed in the pool /spa area. Plastic bottles of water are permissible. NO GLASS
- 3.8 Rafts, surfboards, floats, etc., are not permitted in the pool area except for those worn or attached to the person swimming for use as a swimming aid.
- 3.9 No wheeled vehicles such as luggage, carts, bicycles or ride toys, etc., are permitted in the pool area .Wheelchairs and baby carriages are permitted provided that they are attended to by adults and must remain at least 10 feet from the edge of the pool.
- 3.10 No one with an infectious disease or open, draining wound or flaking lesions of any sort is permitted in the pool, steam rooms, sauna or showers.
- 3.11 Anyone requiring assistance to enter or exit the pool facilities must be accompanied by an able-bodied assistant at all times while in the area.
- 3.12 Running, diving or jumping in the pool and/or area is not permitted.
- 3.13 The pool may be restricted to the use of adults from 15 minutes before the hour if requested by an adult resident.
- 3.14 Oils and creams shall not be used in the gym, pool, sauna or steam areas.
- 3.15 Guests entering the recreational areas must be registered by signing in with doorman or managing agent and it must be countersigned by the resident. In the absence of the resident, written permission of the resident is also acceptable with the guest(s) specified by name.
- 3.16 Access from parking lot to pool area is available via electronic entry with a key fob. Residents and guests must be mindful that there have been many incidents where trespassers attempt to use the pool, rest rooms, etc., by waiting by the door for entry. DO NOT PERMIT THOSE NOT KNOWN TO YOU TO ENTER. Anyone attempting to do so can be sent to the main entrance where the doorman will deal with them.

#### **4. Pool/Spa Area Summer Rules**

Definition: Effective Friday of Memorial Day Weekend through Monday of Labor Day Weekend. In addition to the above items in Section 3, the following summer rules will apply:

- 4.1 All owners or record and/or permanent residents of all ages will be required to complete a confidential resident form. Residents will be issued Resident Access Cards. These cards must be carried and presented for use of the pool and spa facilities, beach umbrellas, and pre-purchased chaise lounge on beach if applicable.

4.2 Any guest will need to register with the front desk. Guests will be issued a daily wrist band which must be worn when using any of the recreational facilities. All persons, regardless of age, will be required to wear a guest band when using the facilities. GUESTS WILL ONLY BE ALLOWED TO REGISTER WITH THE EXPRESS WRITTEN PERMISSION OF THE UNIT OWNER.

4.3 No private parties are permitted on the beach deck or the first floor card room. Use of these facilities is for the enjoyment and usage of all residents.

## **5. Beach Area**

5.1 Residents and guests must remove sand when leaving the beach area prior to entering any part of the building. Showers and hoses are provided on the deck and the rear of the building. Anyone attempting to enter the pool area with sand on their feet or bodies or possessions such as towels and toys will be denied entry.

5.2 Lifeguards control the swimming, surfing, boating, fishing, activity areas of the beach. Residents as well as the general public must adhere to their guideline and instructions.

5.3. Trash must be deposited in the appropriate receptacles (trash and re-cycles).

5.4 Umbrellas are limited and are issued, one-per-unit on a first-come; first-served basis. Umbrellas are for the use of Owners and residents, not guests. HM beach personnel will set up umbrella and may remove if weather or other safety issue arises. Once the umbrella is vacated, the user forfeits his/her right.

5.5 The beach area is a public space and is available 24/7. HM residents and their guests swim and use the area at their own risk. HM strongly discourages swimming when lifeguards are not present.

## **6. Parking**

In an effort to be fair to everyone and to try to accommodate the overwhelming need for both indoor and outdoor parking with only 150 spaces available, the following rules have been implemented:

6.1. All resident vehicles must be registered with the property manager. To be eligible, cars must be owned by, leased to or assigned to the HMCA resident, and proper documentation must be provided. Barcodes will be issued and must be affixed to the car. They are not transferrable and are subject to renewal based upon the discretion of the Board.

6.2 From Friday of Memorial Day Weekend thru Labor Day on weekends and Holidays, Parking is restricted to up to two cars per unit. Garage spaces are separate from this rule. Guest Parking is prohibited on weekends and Holidays in the summer. No Guest Parking Hours: Weekends – 3:00PM Friday to 6:00PM Sunday. Holidays: 3:00PM day before to 8:00AM day after. No one with a garage space is permitted in the outdoor area during above restricted parking times.

6.3 Residents can park in any numbered spot. Guests and vendors must park in the numbered spaces with yellow lines.

6.4 All parking is limited to designated areas only. No crossing of lines (thereby using 2 spaces) is permitted.

6.5 No overnight parking of commercial vehicles is permitted, except for emergencies.

6.6 Any violation of the parking policies can result in towing of the vehicle. Although a reasonable effort will be made to contact the violator, serious problems will be handled promptly and result in removal of the offender. Of course, municipal, county and state statute does apply as well.

6.7 Parking for motorcycle and mopeds is restricted. Please check with doorman.

6.8 Seven (7) handicapped spots have been designated adjacent to the north and south entrances. DMV identification is required for parking in the handicap spaces. Violation of handicap parking is subject to municipal fines and/or towing.

6.9 Garage space rental is limited to unit owner(s) (see separate garage rags) as defined on the deed. No unit owner shall have more than one spot (exception: tandem). A unit owner may not reassign the space. Spaces may not be inherited. i.e., they must be relinquished upon the death of the leasee. Spaces must be relinquished upon any form of sale or transfer of the unit. Subleasing of the space must be to the next unit owner on the garage list. There are three separate waiting lists; single, tandem and sublicensing. Owners must request that their name be added to any list.

6.10. There is no storage of vehicles in the garage. Vehicles must be operated on a regular basis.

6.11 No vehicle shall be parked in such a manner as to impede access to any entrance of the building or park near an entrance or in the driveway unless the driver is at the wheel. All such vehicles are subject to immediate towing at owners' expense.

6.12 All vehicles using building line and fence line space shall park head on.

6.13 Automobile repairs or servicing is not permitted on HMCA property except for emergency repairs such as battery charging, flat tires, etc.

6.14 No flammable materials are permitted in any parking area; indoors or out.

6.15 Sports utility vehicles and vans are not permitted to park against the building or under any terrace. Such parking constitutes a security risk and will result in the car being towed. These vehicles must be parked against the fence or on the east lot.

6.16 Bicycles: All bicycles stored in the bicycle storage room must be registered with Managing Agent and display the appropriate tag. There is a maximum of two bicycles per unit.

## **7. General Areas and Units**

7.1 No person shall make or permit any disturbing noises in the building and/or the immediate vicinity or do or permit anything to be done therein which will interfere with the rights, comfort, convenience or quality of life of other residents as defined by Long Branch Ordinance.

7.2 Balcony cooking grills are limited to 115 volt electric grills.

7.3 Nothing is to be swept or thrown or permit to be swept or thrown from balconies, windows, doors, etc. Examples: including, but not limited to cigarettes, dirt, other substances.,

7.4 Decorative items on balconies.... American Flags are permitted to be displayed in observance of National Holidays; Memorial Day, July 4<sup>th</sup>, Labor Day and Veterans Day.

7.5 No signs, notices, advertisements shall be exposed or displayed on or at any window, balcony or any part of the building.

7.6 Service employees, vendors and trades people are directed to use the rear (north) entrance of the building and are required to register with the doorman when entering. Owners are responsible to ensure that contractors have complied with all HMCA requirements RE licenses, insurance, payment of applicable fees and required permits prior to the initiation of any work. If the contractor has not complied, entry to the building will be denied.

7.7 Guests are required to register with the doorman and be announced to and authorized by the resident before proceeding to the unit. This includes but is not limited to, food and other hand deliveries.

7.8 All large deliveries such as furniture, large packages, etc., must be scheduled with the management office at least 48 hours in advance. Furniture, moving and other deliveries must provide an acceptable insurance certificate to the management office to be allowed access. The certificate of liability insurance must name Harbour Mansion as an additional insured and the unit owner number and name and should be faxed to: 732-229-6740. There is a form that must be completed and a \$100.00 deposit must be given to the office in advance of the delivery.

7.9 All deliveries or removal of furniture, large packages, etc., must be made through the rear (north) entrance.

7.10 Elevators are reserved on a first-come; first-served basis by the resident moving in or out of the building. Only one elevator may be used for moving at any time. See 7.8 regarding insurance liability certificates. The move-in or move-out fee is currently \$50.00 and must be received by HM property manager at least 3 days prior to event. Please check with building management for any changes. Professional movers must be employed. The property manager must also be advised in advance if hoisting of over-sized items is required, so that a maintenance representative may be present as required. Residents must make these arrangements and provide payments prior to move-in, move-out. No moving is permitted on weekends. No moving is permitted on Fridays from Memorial Day to Labor Day. There is a form that must be completed and a \$250.00 deposit must be given to the office in advance of the move in/out.

7.11 Shopping carts, luggage racks and dollies are available for residents' use Shopping carts are not to be removed from the building or kept overnight. They must be replaced in the stairwell opposite elevators. They are not to be left in hallways or elevators. Luggage racks and dollies are to be promptly returned to the doorman to be put away.

7.12 The trash disposal facilities are available 24/7 but cleaned only daily. Residents must take steps to ensure that they or their assignees place rubbish and recyclables in the proper disposal facilities which are marked. Large items that impede facility use by others are not permitted. Please contact the management

office to check on how to remove large items. Any unit undergoing renovations must make arrangements with their contractor for removal of debris, including, but not limited to: carpeting, flooring, appliances, tiles, bathroom/kitchen fixtures, cabinets, etc.

7.13. Laundry rooms on each floor are also available 24/7. Each resident and/or assignee must ensure that the facility is left clean. Dryer lint filters must be cleaned after each use. Waste baskets are provided for trash. Use of chlorine products such as bleach is banned in all common areas. Use of washers/dryers and sinks is limited to personal laundry of residents/guests. HM makes arrangements for laundry facilities as a convenience to residents and is not responsible for damage to items caused by a malfunction and/or misuse of machines. When using machines, please note the load limits, recommended detergent amounts and appropriate settings for contents.

7.14 HMCA staff are prohibited from performing any private tasks on behalf of residents/guests/contracted employees during regular working hours.

7.15 Left packages and other deliveries: Packages delivered to residents will be stored by security and residents must retrieve from them. Security is not permitted to sign for certified or letters or accept deliveries on behalf of residents.

7.16 Access to unit: All units must provide a working passkey for emergency access. The property manager and security personnel will keep the keys in a secure system with scrambled code identification. Keys may be released with written authorization of unit owner and proper identification of recipient who must sign for same. Key activity reports are available to resident for their unit only. In the event of emergency requiring access to a unit who does not provide a key, the resident/unit owner is responsible for any damages and or necessary repairs.

7.17 Maintenance: All requests for repairs must be made to managing agent in writing and NOT the HMCA staff directly. Maintenance performs maintenance on the common elements only not individual unit owner repairs. All complaints and/or suggestions for work orders must be made to the property manager in writing. HCMA is not responsible for any work and/or assistance provided by HM staff with non-common area elements.

7.18 Lobby area is not to be used for social activities. No food or drink is permitted in the lobby. Proper attire is required when transiting the area; either street or covered beachwear. Shoes must be worn. No bicycles are permitted transit through the lobby.

7.19 Door-to-door solicitation by anyone, including unit owners, is prohibited. Examples: sales, electioneering, charity collections.

7.21 Renovations/repairs creating noise are limited to the hours of 9:00AM – 3:30PM. Emergency repairs are permitted at any time.

7.22 HCMA has the right and obligation to regularly inspect ongoing renovations and repairs as well as approve finished product. This, to ensure that all work has been done in compliance the requirements of the Master Deed and local ordinances. Alterations that impact on the buildings systems (example: plumbing, electrical, structural), require prior approval by the property manager and shall be subject to removal at the

unit owner's cost if not in compliance. Changes that affect the common areas should be addressed individually as these may require a vote by the Trustees and/or all unit owners.

7.23 All accidents within the common areas will immediately be reported to the property manager and/or security. Municipal authorities should be notified if necessary. Please advise security if any calls have been made for emergency services so that immediate access can be expedited. Security is directed to summon police and/or first aid if they are called for assistance.

7.24 In case of fire or suspicion of fire and/or gas leaks, the fire department is to be notified immediately. The elevators are inactivated during a fire. Follow the directions of authorized personnel

7.25 Residents are completely responsible for the conduct of their guests. A violation by the guest is considered a violation by the unit owner. An excessive number of guests creating a nuisance, damage or hazard is also the responsibility of the resident.

7.26 Cabanas are limited common elements and are assigned one per unit. All personal items must be stored in cabana and are stored at your own risk. No hazardous materials are permitted. No modifications are permitted to be made to the cabanas. Any unit owner who damages or makes any unauthorized modification will be held responsible for the cost of the repair.

7.27 Balconies are limited common elements and cannot be enclosed or permanently modified structurally in any way. Residents are responsible for any furniture placed on the balconies and are responsible for securing same in high winds. During extreme weather situations, residents must remove all items on balcony if directed by property manager and/or local authorities. Any damages caused by a failure to do so are the responsibility of the resident.

7.28 Smoking is prohibited in all common areas, including, but not limited to, spa/pool area, elevators, hallways, first floor card room and second floor party room and deck.

7.29 Limited storage off the garage is available on a first-come; first-served basis. HMCA is not responsible in any manner for any items. Residents acknowledge that they accept all responsibility and do so at their own risk. Keys for storage area are kept at the front desk.

7.30 Contractor rules: All work to be done in units must be described and scheduled with the office 3 business days in advance. The elevators must be padded. All work to be done must be approved by the managing agent and/or the maintenance supervisor to ensure that work does not affect other units and/or common elements such as plumbing, electrical, structural, etc. Contractors must supply valid licenses, certificates of insurance for both workmen's compensation and liability coverage in the minimum amount of \$1,000,000, naming HMCA as additional insured to the Manager prior to start of work. Work Authorization Forms must be completed and submitted to Management along with a check in the amount of \$250.00 as a deposit. The fee will be returned provided that there are no damages.

Hours for heavy or loud work are Monday – Friday 9:00AM – 3:30PM. Contractors, tradesmen and deliveries are to use the rear entrance for access to the building and must sign in with the doorman upon entry and departure. Contractors may use the unloading zone but then must park their vehicles in the numbered yellow

lined areas of the lot. Unit owners are responsible for having their contractors clean up any debris left in the hallways or common areas, including elevator floors.

Contractors are to remove their trash and discard materials off premises. They are not permitted to use the building dumpsters. Unit keys will be given to contractors only with written permission authorization of the unit owner. The key must be returned at the end of the day or on departure whichever comes first.

Contractors must have their own means of transport (e.g., dollies, carts, hand trucks, etc.) to move their supplies and equipment.

7.31 No work orders for tenants will be issued without prior written authorization from the unit owner.

## **8. 2<sup>nd</sup> Floor Party/Club Room Usage**

The grill is available for resident use in the summer months. Residents are responsible to clean up after their use and must report any damages immediately to the managing agent. No food may be transported from the room to a unit unless it is in a leak proof covered container.

The second floor party room and deck with grill is available for general usage by residents during the summer months daily from 9:00AM -11:00PM daily unless there is a private function rental. Private function rental is offered as a convenience to residents at a cost of \$100 for a one-day usage. Any resident renting the party room must ensure that it is returned to HMCA in appropriate condition with all areas cleaned, rubbish properly removed, furniture replaced, etc. Residents are responsible for any damages caused by them and/or their guests. The maximum capacity of the room is 50 indoors including deck. The intent here is for residents use only; not to be used as a social hall for use by anyone other than the resident and guests. No smoking is permitted indoors or out.

8.1 The Party Room may only be engaged for private functions involving the resident, his/her family and guests.

8.2 The fees for private usage shall be determined each year by the Board of Trustees. The fee includes all-day usage for not more than one day at a time. Reservations should be made at least one week in advance. Use of the Party Room by resident and guests is subject to same noise constraints as defined for units. Access may be granted the night before for storage, decorating, etc., provided there is no other rental.

8.3 Decorations such as streamers or pictures may be taped, but not pasted, stapled, nailed, etc., to the walls, ceilings or blinds.

8.4 Parking for guests at private functions must be off property.

8.5 All residents who rent the Party Room must sign a statement accepting responsibility for any damage that may occur during the rental period and also provide a full release to HMCA from any liabilities occurring directly or indirectly from the use of HMCA facilities.

8.6 No private party rentals on holiday weekends.

## **9. First Floor Card Room**

The first floor club room is not available for private party rentals.



9.1 Children under 15 are not allowed in the room unless accompanied by an adult resident.

9.2 Billiard table is for adults only.

9.3 Proper street attire is required. No bathing suits, bare feet, or sleepwear is allowed.

9.4 No Smoking.

9.5 Door leading to the pool is for emergency use only. It must remain closed at all times

## **10. Pet Policy**

10.1 Dogs are not permitted in the building or on the property.

