



BUILDING POLICIES

All residents of River Ridge Condominium Association are required to adhere to the following building policies:

- Deliveries
- Garage Entry
- Key
- Leasing
- Maintenance Payments
- Mandatory Recycling
- Move-in/Out
- Renovation/Alteration
- Repair

DELIVERIES

Items (e.g., furniture, mattresses, appliances, large TV's, excessive number of individual boxes, etc.) that cannot be easily carried into the elevator by one person fall under the category of delivery items. All deliveries must come through the building loading dock only.

- The delivery of any and all large items must be scheduled in advance with the Management Office at least 48 hours in advance.
- Deliveries are allowed only between the hours of 9 AM and 4 PM. No holiday or weekend deliveries are allowed. The service elevator is not available from 1 PM to 2 PM.

GARAGE ENTRY

Garage door openers are required for entry to the parking garage. They are available in the Management Office at a cost of \$50 each.

KEY

Prior to move-in, all residents must provide a complete set of keys to the front entrance door of their units to the Management Office or the Concierge Desk for use in case of an emergency. This a written requirement as per the governing documents of the Association.

- Copies of the front entry door keys may be kept behind the Concierge Desk. Alternatively, if requested the keys can be stored in a sealed plastic box that can

only be opened in case of an emergency. The sealed box is stored in the Management Office.

- If the resident changes the locks, does not provide the new keys, and there is an emergency, the resident is responsible for all associated costs/damages up to and including the replacement of the door and locks.

LEASING

- All unit owners renting their units must submit a copy of a signed lease to the Management Office prior to the tenant's moving in. The lease must contain the *Addendum to the Lease Agreement* prepared by River Ridge Condominium. A copy is available in the Management Office.
- All tenants fall under the category of "Residents" and are required to abide by the same policies.

MAINTENANCE PAYMENTS

- Maintenance payments are due by the 1st of each month. Payments may be made either by subscribing to the automatic payment deduction plan through the management office or by submitting a check along with the payment coupon to the Management Office. In order to defray the administrative costs attributable to the collection of late maintenance/assessments, after the 15th of each month, a late charge of \$75 shall be assessed and shall be immediately due and payable as additional maintenance.

MANDATORY RECYCLING PROGRAM

As per the Borough of Fort Lee, all residents are required to recycle the products listed below. Each floor has a recycling area in the trash compactor room. All other items of household trash must be placed down the trash compactor chute. All contractors must remove their construction debris from the building. Contractors are not allowed to use the compactor or recycling facilities in the building.

Recycle Mixed Paper

- Newspapers
- Magazines and catalogs
- Telephone books
- Corrugated cardboard boxes (cut and tied in bundles)

Recycle Glass, Metal & Plastic Bottles

- Metal cans
- Glass bottles and jars
- Plastic bottles and plastic milk containers

Residents are requested to confine the hours of usage to between 7AM and 11PM. Please do not throw glass or sharp objects of any kind down the compactor chute as they could

cut the employees handling the trash. Also, please do not throw any metal hangers down the compactor chute as they could jam or damage the compactor.

See the *Rules & Regulations* for additional and more specific information on the Refuse Room.

MOVE-IN/MOVE-OUT

The following moving policies are in place to protect the building and avoid any scheduling conflicts:

- Moves are allowed only between the hours of 9 AM and 5 PM, Monday through Friday, excluding holidays. Management reserves the right to not allow moves to run past the 5 PM deadline. The loading dock personnel are instructed to enforce these moving times.
- The freight elevator located on the C Level must be used for all moves. No moves are allowed through the lobby. There are no exceptions to this rule. The freight elevator is closed from 1 PM to 2 PM.
- Prior to **move-in**, unit owners/tenants must report to the Management Office to complete the following:
 - Submit the resident information sheet. All persons occupying the unit (including relatives and friends who may be in residence for more than 30 days) must register with the Management Office.
 - Pay the non-refundable administration fee of \$100.
 - Leave a security deposit of \$1,000 in the form of a bank check or money order payable to "River Ridge Condominium Association". If, during the course of the move, any damage to the common areas or related property occurs, the cost of the damage will be deducted from the deposit. The non-refundable cost for the move is \$300 for a 4-hour time period. If the move exceeds 4 hours, there is an additional charge of \$250. In addition, if a building employee has to stay after 5 PM to complete your move, there is a charge of \$100 per hour.
 - Review the *Rules and Regulations*, building amenities and services, and building policies.
 - Return signed acknowledgement form to the Management Office.
 - Unit owners need to provide proof of homeowners insurance with a combined single limit of \$1,000,000 for public liability against bodily injury and property damage. Tenants need to provide proof of renters insurance for property damage.
 - Schedule a move-in date, preferably one week in advance.
 - Submit a Certificate of Insurance from all moving companies.
 - Receive photo ID cards for the pool/health club, parking stickers, and garage door operators. Photo ID cards must be updated annually through stickers from the management office. It is recommended for new residents to carry their photo ID cards in their wallets until employees start to recognize them.
 - Leave a copy of the keys to the front entrance door of your apartment in case of emergencies. These keys will be stored behind the Concierge Desk

unless you specifically request that your keys be stored in the Management Office, in a sealed plastic box that can only be opened in case of an emergency. You will also need to fill out an index card identifying those persons who are permitted permanent use of your entry door keys. Also, available from the Management Office is or the Concierge Desk is an *Apartment Access Authorization Form*, which will allow designated persons to enter your unit on a temporary basis (e.g., realtors).

- **Prior to move-out**, unit owners/tenants must report to the Management Office to complete the following:
 - Pay the security deposit of \$1,000 in the form of a money order made out to "River Ridge Condominium Association". Also, persons moving out must provide their forwarding address so that they can be sent the balance of their deposit. If, during the course of the move, any damage to the common areas or related property occurs, the cost of the damage will be deducted from the deposit. A non-refundable cost for the move is \$300 for a 4-hour time period. If the move exceeds 4 hours, there is an additional charge of \$250. In addition, if a building employee has to stay after 5 PM to complete your move, there is a charge of \$100 per hour.
 - Schedule a move-out date, preferably one week in advance.
 - Submit a Certificate of Insurance from all moving companies.
- Cardboard boxes should be flattened prior to disposal. Packing materials such as bubble wrap, styrofoam, etc. must be bound in trash bags for disposal and not left in boxes. Large amounts of materials should not be left in the compactor room. If you need assistance from the porters in the removal of materials, please call 201-585-8842.

RENOVATION/ALTERATION

- Work in units constituting routine repairs and decorative improvements do not require prior authorization by the Association. This includes painting, wallpapering, and the installation of carpets, window treatments, or decorative hardware.
- Work in apartments involving other than routine repairs or decorative improvements require prior *written* authorization by the Association. Unit owners must complete an *Alteration Agreement* that must be approved by the Management Office. In addition, the contractor performing the alteration work in the unit must check with the Borough of Fort Lee on whether a permit(s) is(are) required for the job(s). If a permit(s) is required, a copy must be submitted to the Association.
- All contractors working in the building **are required** to show proof of liability insurance and workers compensation insurance. No exceptions.
- All electrical and plumbing work must be done by NJ State licensed contractors.
- Unit owners are required to submit a damage deposit of no less than \$5000. This amount is refundable if there is no damage to the common areas during the renovation.

- If the proposed work is extensive and requires demolition of walls and movement of plumbing lines, the Association may require review by the building's architect. The cost of the architectural review will be at the sole expense of the unit owner.
- The Management Office is authorized to stop any work from proceeding if the rules and guidelines for alterations are not followed.

REPAIR

If a repair is needed in your unit, please contact the Management Office or leave the request in writing at the concierge desk so it can be entered into the computerized work order system. In most cases the work order will be processed in 24 hours, depending on the urgency and work load.

- Pursuant to the building's policies and in accordance with the governing documents, residents may be charged for some repairs. The cost of those repairs will be charged to your maintenance account.
- The charge will be \$30 per half-hour (\$30 minimum charge), plus parts.
- If an emergency arises after 5 PM or weekends please contact the Concierge Desk at 201-585-8842. The Concierge can reach the superintendent or maintenance staff to evaluate or respond as necessary.
- If an independent contractor is hired by the resident, the contractor must provide proof of liability insurance and workers compensation insurance adhere to all the building rules.