IMPORTANT NOTICE TO RESIDENTS

As of July 30, 2026, the Leisure Village West Association is currently in the process of reviewing and updating the Resident's Handbook to ensure that it conforms with and accurately reflects the Association's responsibilities as set forth in the Master Deed.

The current Resident's Handbook will remain in full effect during this review process until an updated Handbook is formally adopted and distributed by the Association.

Residents will be notified when the review is complete and the updated Resident's Handbook becomes effective.

RESIDENT'S HANDBOOK



2024 - 2025

Leisure Village West Association











Resident's Handbook subject to change upon Board approval. Updates may be found in your resident portal.

Dear Resident:

This Handbook contains a quick reference to the Rules and Regulations, services, and other pertinent information governing the day-by-day operation of Leisure Village West. It is to be used in conjunction with, and as a supplement to, the governing documents. For clarification of any of our policies, please contact the Association Office.

Leisure Village West is an age-restricted condominium association. As such, we residents gain the benefit of having much of the work of home maintenance and management done for us, **but we sacrifice a certain amount of individual control.** Condominium rules are intended to benefit residents and to preserve the safe and attractive environment that perhaps motivated your decision to move to Leisure Village West.

A Board of Trustees, elected by the unit owners, and the Community Manager are responsible for the administration of Leisure Village West and for insuring that the requirements of the Master Deed and By-Laws are not violated. Rules do change from time to time, so please consult the on-line, live version.

Very truly yours,

BOARD OF TRUSTEES

Revised: April 2024

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Emergency - First Aid, Police or Fire



Medical, Police or Fire Emergency: call Manchester Police **911 or 732-657-6111**

Then, if possible, call the 70 Gate at 732-657-4334, giving your name, address and stating the emergency, and put the outside light on.

Police non-emergency.....732-657-2009

Important Phone Numbers and Office Hours:

Gatehouses: Route 70, Colonial Drive and Route 37

The main gate, Route 70, is the only staffed gate and is open 24 hours a day. All residents with a transponder may enter through any gate, 24 hours a day.

Residents may contact the Route 70 gate to allow visitors' admittance through that gate only. Residents may also provide their visitors with an ePass.

Visitors with a current ePass may enter by using the kiosk at any time at all gates. Visitors without a current ePass must enter at the main gate, Route 70.

LVW Emergency, after hours 732-657-4334
24 hours - emergency vehicles have access to all gates

Association Office – Mon-Fri 8:00 AM - 4:00 PM 732-657-9595
Association Service Office (maintenance requests) Mon-Fri 8:00 AM - 4:00 PM 732-657-8878
Recreation Buildings – Open Daily: Club Encore& Leisure Fair – 8:00 AM - 10:00 PM
Willow Hall – 6:00 AM - 10:00 PM weekdays

Recreation Offices
Willow Hall – 8:00 AM - 4:00 PM. 732-657-9109
Club Encore – 8:00 AM - 12:00 PM & 1:00 PM - 4:00 PM. 732-657-7789
Greenhouse – (October – April) Mon, Wed & Fri 9:30 AM - 11:30 AM
VISTON – Mon, Wed & Fri 10:00 AM - 12:00 PM 732-657-1818
Helping Hands 732-657-2842
Welcome Committee.....732-408-8118

Hospitals

Community Medical Center, Toms River 732-557-8000
Monmouth Medical Center So. (formerly Kimball Medical Center), Lakewood 732-363-1900
Ocean University Medical Center, Brick 732-840-2200

Utilities, Township and Other Service Providers

JCP&L Electric.....800-662-3115
New Jersey Natural Gas Co. – Service.....800-221-0051
New Jersey Natural Gas Co. – Gas Leaks 800-392-6865
Manchester Township Offices 732-657-8121
Manchester MUA (water and sewer) 732-657-8121
Manchester Social Services.....732-849-8305
Manchester Animal Control 732-657-6111
Library Ocean County Headquarters, Toms River 732-349-6200
Library Ocean County, Manchester, Colonial Drive 732-657-7600
Manchester/Lakehurst Post Office 1 Brown Avenue 732-657-8562
Ocean County Senior Services..... 732-929-2091
Verizon TV Service 800-501-1172

Village West Salon.....732-657-2100
Century 21.....732-920-2100
Leisure Village West News magazine 732-657-9109

NJ Motor Vehicle Offices (www.state.nj.us/mvc) 1 (609) 292-6500

Toms River Office	1873 Hooper Avenue Church Rd and Hooper Ave, Toms River, NJ
Lakewood Office	Route 70 and Airport Road, Lakewood, NJ
NJ Inspection Station	1145 Route 70, Lakewood, NJ Rt. 70 West - turn at Towbin Avenue

Property Taxes, Water, and Sewer Payments

Manchester Township Municipal Building
1 Colonial Drive, Manchester, New Jersey 08759
(732) 657-8121
www.manchestertwp.com

Communication

OneCallNow	Notification system for important messages relating to events that affect our Village such as power outages. Text "alert" to 22300 to receive text messages.
Leisure Village West News Magazine	Information regarding Leisure Village West activities for the month, delivered via U.S. Mail.
Channel 970	Village Association news shown daily. Turn on at least once a day for messages and changes in Village business, Association meetings, Recreation announcements and Bus schedules. Check the Village Creeper for times and updates of live programs of community interest.
Channel 971	Channel dedicated to club announcements.
Channel 972	Tune in to see your visitors entering from the Route 70 Gatehouse.
Channel 973	Newcomer's Channel
Channel 974	Board of Trustee Channel
Channel 975	KLVW programming.
Verizon	Provides Verizon's FIOS Preferred HD cable service included in the monthly maintenance fee. Additional channels and services are available. To install call 1-800-501-1172, for technical support call 1-888-553-1555.
Frontsteps	Your resident online portal for all Association, news, information, documents, visitor management and more.
WOBM Radio	Local news station: 1160 AM, 92.7 FM.
Nixle	Nixle keeps you up-to-date with relevant information from our local public safety departments and schools: Register at www.nixle.com.

Administration of the Village

All operating, maintenance and financial functions of the Village are under the direction of a Board of Trustees, consisting of 7 elected resident unit owners. The election of Trustees takes place in August. Unit owners in good standing are eligible to vote. Rules and recommendations for Village activities are prepared by resident committees and authorized by the Trustees. A professional staff under the direction of the Community Manager is employed by the Association to administer the affairs of the Leisure Village West Association and its entire property for the benefit of all residents.

Holding Office, Chairmanship, Committee Membership

Only resident owners, in good standing, may hold any office and/or serve on any committee.

Advisory Council

The Council is appointed and authorized by the Board of Trustees of Leisure Village West to advise and assist the Board with wide-ranging, general policies, issues and problems which cross the operating lines of the standing committee.

The Council is composed of the Chairs of the standing committee. The Council is chaired by a resident selected by the President of the Association and approved by the Board.

Committees

- Administration Committee
- Architectural Committee
- Finance Committee
- Community Services Committee

Open Board Meetings

Open Board Meetings are held on the 1st Wednesday of each month, unless notified otherwise. This is a voting meeting where the Board conducts business in an open format. Committee reports are also made at this meeting.

Audience Comments at Open Board Meetings

Meetings are open to all residents, and residents are encouraged to participate during the resident comments/questions portion of the meeting. In general, resident comments/questions should be addressed to the interests of all residents. For resolution of personal or maintenance issues, contact the Department Manager and, if necessary, the Community Manager. If the Community Manager does not resolve the issue, contact the Association Office for information regarding the Alternative Dispute Resolution (ADR) section.

Workshop Meetings

Trustees, management, and guests meet for information sharing only to prepare for Board of Trustee meeting; no minutes are taken. These meetings are expected to be held prior to the Board Meeting; moreover, any principal information shall ultimately be made ready for full disclosure to the resident body. On occasion, a workshop session may be scheduled spontaneously for an urgent matter and therefore not according to a regular schedule. The President or the President's designee reports to residents any item discussed in the workshop session preceding the Board Meeting that is not covered under the manager's report.

Audit Meeting

An annual audit meeting is held on the 4th Wednesday in January. Association members are encouraged to come and participate during the audience comment portion of the meeting; questions, however, are limited to audit items only. Members may also submit questions in writing when they cannot attend the meeting. Meetings are televised live.

Budget Meeting

Traditionally held in July, for the purpose of presenting the next fiscal year's budget after months of preparation. Association members are encouraged to come and participate during the audience comment portion of the meeting; questions, however, are limited to budget items only. Members may also submit questions in writing when they cannot attend the meeting. Meetings are televised live.

Annual Membership Meeting

Held on the last business day in August for the purpose of electing Trustees to fill expiring terms.

Special Membership Meetings

Outlined in the Bylaws relating to acts by the membership or the Board of Trustees, typically Bylaws and/or Master Deed amendments.

Televised Meetings

Board of Trustee and membership meetings are broadcast live on closed circuit KLVW, Channel 974. Rebroadcasts and runs continuously. Residents can also watch recorded meetings on their home computers through your resident online portal.

Village Overview

825 acres enclosed by a fence
2692 residential units
3800+ residents
350 acres of lawn

14 Shuffleboard Courts with covered seating and lights for evening play
Association Office
Bus service for shopping, on a scheduled basis
Closed Circuit TV Channels for disseminating Village news
Coffee Lounge
Controlled access by a professional guard service:
Dog Park
Equipment and Storage maintenance buildings
Fitness Center at Willow
Firepit at Club Encore
Free WiFi Access in three Recreation Halls and at two Pools
Heated Swimming Pool at Willow Hall
Horseshoe Courts at Willow
Jacuzzi at Club Encore
Leisure Village West News magazine
Natural Preserve Area, including the Union branch of the Toms River
One Community Vegetable Garden
One Greenhouse
One practice putting green
One RV, Trailer and Boats-on-trailers parking area limited to 30 RV spaces, 5 Boats
One stocked, six-acre, freshwater lake with a dock, gazebo
Picnic and barbecue areas at Willow Hall and Club Encore
Ping Pong room
Professional Office Building: Salon/ Realty Office
Route 70 Gate staffed 24 hours daily
Row boats available for residents' use
Six Bocce Courts with lights for evening play
Three freshwater ponds
Three Recreation Centers - Willow Hall, Club Encore and Leisure Fair.
Two Swimming Pools
Two 9-hole par three pitch and putt golf courses
Two auditoriums, pool tables, ping pong tables, small meeting rooms
Two Pickle Ball Courts with lights for evening play.
Two Tennis Courts with lights for evening play
Verizon's Fios Preferred HD TV service
Volleyball Court at Willow
Walkways and roadways (lighted from sunset to dawn)

Clubs, Groups, Activities and Services

CLUBS

African American Club
Aquacizers Club
Arts & Crafts Club
Billiards Club
Bingo Club
Bocce & Social Club
Bridge Club (Duplicate)
Caritas Guild
Cooking Club
Dance Club
Farmers Club
Financial Information Club
Fishing Club and Social Club
Garden Club
Golf and Social Club
Irish American Club
Italian American Social Club
Jewish American Club
Model Railroad Club
Nature Club
ORT
Pet Club
Pickleball Club
Pine Tree Quilters Club
Ping Pong Club
Recycling Club
Rummy "Q" Club
RV Camping & Social Club
Shuffleboard Club
Table Shuffleboard Club
Tennis Club
Veterans of LVW Club
West Village Players Club
West Village Travelers Club
Westernaires

GROUPS

Boomers
Because It's Thursday
Bereavement Support Group
Book Discussion
Chair Volleyball
Current Events
Friends of Latin America
Just for Laughs
Karaoke Group
LGBTQ+ and Friends
Mexican Train Dominoes
Nightingales
Outdoor Friends of LVW
Stained Glass Group

ACTIVITIES (Fees May Apply)

Art Class
Billiards
Bocce
Bowling Leagues
Bus Trips
Card Games
Ceramic Classes
Cornhole
Creative Classes
Health & Fitness Classes
Exercise Classes
Fitness Center
Friday Socials
Golf
Greenhouse
Horseshoe Pitching
KLVW-TV Productions
Library
Line Dance
Mah-Jjong for Fun
Media Rooms
Monthly Movie
Pickleball
Recreational Dances
Showtime
Shuffleboard
Tennis
Volleyball
Woodshop
Yoga Classes

SERVICES

AARP Defensive Driving Course
Helping Hands
Monmouth Medical Center South Mobile Phlebotomy Service
V.I.S.T.O.N. (Volunteers In Service To Our Neighbors)

Access to Village

Control Gate Entry System

The following three gates provide access to Leisure Village West:

- Route 70 and Buckingham Drive is staffed 24 hours a day, 7 days a week
- Colonial Drive and Huntington Drive. Preauthorized Visitors with an ePass and Resident access 24 hours a day, 7 days a week
- Route 37 and Buckingham Drive. Preauthorized Visitors with an ePass and Resident access 24 hours a day, 7 days a week

1) One (1) control entry device will be issued to each unit upon presentation of a current, valid, vehicle registration, a current driver's license and a valid certificate of insurance assigned for that vehicle. Additional control entry devices will be issued as follows:

   a) Residents of Eton, Greenbriar, Concord, Falmouth or Nantucket models may obtain a maximum of one (1) additional control entry device, upon the presentation of a valid Driver's License, Vehicle Registration and Insurance card. This second vehicle is required to park in a 72-hour parking space in the Encore overflow parking lot.

   b) Residents of Cambridge, Baronet, Winfield, Regency, Wheaton, Oxford, Stratford, Blair, St Tropez, Hastings, Roxy, Savoy, Ritz, Pickford, Waldorf, or Victoria models may obtain a maximum of two (2) additional control entry devices**,** upon the presentation of a valid Driver's License, Vehicle Registration and Insurance card registered to the resident. The additional vehicle is required to park in a 72-hour parking space in the Encore overflow parking lot if driveway space in unavailable.

2) Gate entry devices are not transferable from vehicle to vehicle nor resident to resident.

3) No charge will be assessed to replace a Transponder.

4) No entry device will be assigned to vehicles used for commercial purposes, livery vehicles, scooters, mopeds, bicycles and oversized vehicles.

5) A resident who is provided a *company owned vehicle* may be assigned a device upon the presentation of a current registration, valid driver's license and certificate of insurance and in the case of a rental or lease a copy of the lease agreement and a letter from the company authorizing the use of the vehicle. Gate devices will not be assigned unless the information is presented.

6) Residents with a disability who possess a state issued non-driver ID, solely for the purpose of providing identification, or if there is no vehicle owned or associated with their unit, may obtain a handheld transponder. Handheld transponders are only to be used by the resident to whom it is issued and may result in forfeiture if used by others.

7) All Gate Access Devices will be controlled by the Association office and may be disabled at the discretion of the Association without prior notice.

8) Emergency vehicles and Police, Fire, Emergency medical vehicles and postal vehicles will be assigned with the approval of the Community Manager.

9) A memorandum of agreement between the Association and the resident is to be signed at time of device issuance referring to the parking of vehicles.

10) Damage to Property:

A) Any driver causing damage and/or destruction to property will be responsible for replacement or repair of any damaged property.

B) Vehicles using the entry and exit gates must not proceed through gates until the gate and arm is in a full maximum upright position. Vehicles must not piggyback nor bumper-hug the vehicle in front during entry or exiting the village.

Violation of these rules, regulations and policies may result in the revocation of the control gate entry device**.**

Admittance of Visitors

Residents should advise the guard, in advance, of an expected visitor's arrival by telephoning Route 70 gate at 732-657-4334. If advance notification has not been given, the resident will be telephoned when a visitor arrives at the gate.

Completion of your Visitor Authorized Access, in your residents online portal, will enable your frequent visitors to be admitted without the necessity of a telephone call to or from the gate.

Basic Gate Guard Responsibilities for Visitor Entry:

- A resident must be called if an unauthorized visitor requests admission.
- All visitors must be logged in.
- The visitors' gate must not be raised by the guard while a resident vehicle is passing through the residents' gate. Also, the gate guard is not to raise the visitors' gate until visitor is ready to proceed.



SPEED LIMIT ON ALL LEISURE VILLAGE WEST STREETS IS:

25 MPH OR AS POSTED

PURPOSE: To provide New Jersey State rules and regulations and to help residents use their vehicles in a manner which will provide the greatest convenience for the vehicle owner and the least inconvenience to their fellow residents.

ALL STANDARD LICENSED MOTOR VEHICLES

Use and Operation

All drivers within Leisure Village West must observe New Jersey State rules and regulations in addition to the rules set herein.

- No vehicle shall be parked where it impedes pedestrians, emergency vehicles, or service vehicles.
- No parked vehicle shall extend beyond the unit driveway.
- No vehicles must not block another unit's access. Residents should be mindful not to block the neighboring unit's access.
- Vehicles must not park directly across from a unit's driveway.
- Drivers must adhere to the 25 MPH speed limit.
- Vehicles in a nonoperative condition may not be parked on any LVW road or unit driveway.
- Vehicles that have been modified to produce excessive noise are not permitted.
- Vehicle repairs are prohibited on a resident's driveway or anywhere else within LVW other than minor repairs such as flat tires, dead batteries, etc.
- Vehicle washing is allowed using environmentally friendly soap. Use biodegradable, phosphate-free soap. Phosphate can promote unhealthy algae growth, which harms local freshwater species.
- Drivers and/or Operators must possess a current driver's license, vehicle registration and proof of insurance.
- A current inspection sticker and license plate is required for each motor vehicle owned and/or operated within LVW.
- The Association may **tow** a vehicle, at the owner's expense, for abandonment or blocking emergency access in accordance with New Jersey Statues or for violation of the LVW Parking Policy.

Registry of Vehicles

Residents must register all their vehicles with the Association Office. In addition, residents must notify the Association Office if adding or replacing a vehicle.

Other Vehicle Types

Assistive Motor-Driven Devices

The operation of motorized wheelchairs, motor scooters, or other motor-driven devices in LVW by individuals with disabilities is governed by traffic regulations similar to those for motor vehicles. When operating these devices in confined areas in places where residents commonly assemble—such as the pool or recreational buildings, residents must reduce their speed to pedestrian speed as the ADA recommends.

Bicycles, E-scooters, E-bikes, and Mopeds are permitted in LVW. They **may not be ridden on sidewalks and are governed by traffic regulations** like those of standard motor vehicles. They must be equipped with warning bell or other warning device. They must be ridden in the direction of traffic and close to the curb. They are not permitted in common buildings. They must be parked without blocking pedestrian and wheelchair access to common buildings.

Bicycles are pedal-driven with no additional propulsion. Children 15 or younger on bicycles must be accompanied by a competent adult. Helmets are strongly suggested for all riders and must be worn by those younger than 17.

Low Speed Electric Scooters (E-scooter) are scooters with a floorboard that can be stood upon and allow human or electric propulsion. E-scooters are permitted in LVW. Children 15 or younger are not permitted to ride E-scooters in LVW. Helmets are strongly suggested for all riders and must be worn by those younger than 17.

Low Speed Electric Bicycles (E-bikes) are bicycles equipped with an electric motor and pedals and may also have a throttle. E-bike motors provide assistance to maximum speeds of 20 mph. Children 15 or younger on E-bikes must be accompanied by a competent adult. Helmets are strongly suggested for all riders and must be worn by those younger than 17.

Motorized Bicycles (Mopeds) are vehicles with pedals and a throttle with a maximum speed of 28 mph. **To operate mopeds in New Jersey, a valid DMV license, registration, and insurance are required, and riders must be at least 15 years old and wear a helmet.** All mopeds must be equipped with a warning device and front and rear lights. Mopeds are not permitted in common buildings and must be parked in parking lots.

PARKING

Parking at Your Unit

Residents must park in their garage, in the unit driveway (apron), or for units with no garage or driveway, in the unit's designated parking space. Under no circumstances are vehicles permitted to park on the grass or sidewalks. Side by side parking in a unit's driveway is not permitted.

Recreational, Oversized and Non-Standard vehicles are allowed only brief standing in or adjacent to the resident's driveway.

No parking is permitted on any LVW street during the hours of 2:00 am to 6:00 am except where 72 hours parking signs are posted. The Association will ticket vehicles parked overnight on the street between 2:00 am and 6:00 am (See section regarding Fines, Delinquencies and Violation's).

Special Parking

Spaces marked SP (Special Parking) are provided for the use of service vehicles and visitors. SP spaces are not for parking of residents' vehicles. Overnight parking in SP spaces requires a permit which may be valid for up to 72 hours.

Additional Parking for Residents & Guests

- **Daytime Parking** is available at Willow, Encore and Leisure Fair parking lots.
- Overnight parking is permitted at the Administration building from 5PM until 7AM only.
- On weekends and holidays at the Administration Building.
- **Resident-only Overnight Recreation Parking lot parking** is available at Club Encore (10 spaces) and Willow Hall (10 spaces) between the hours of 10:30 PM and 7:00 AM with a paid permit. Permits are $25.00 monthly and can be obtained at the Association office.

No Overnight Parking is permitted in unmarked spaces at:

Willow Hall
Club Encore

72-Hour Parking in Marked Spaces for Residents & Guests

The areas listed below have spaces designated for 72-hour parking:

- Professional Building Parking lot
- Pines Golf Course Parking Lot
- Club Encore – Overflow Lot (see below)

The Overflow Lot, located under the power line right-of-way, has specific designated parking areas as follows:

- Vehicles of residents on day trips from LVW may park in the front of the lot facing Buckingham Drive.
- Daytime parking for both residents and visitors is permitted in the un-numbered parking spaces between the first and second light poles.
- 72-hours parking for both residents and visitors is permitted between the second and third pole. (Spaces marked 31-90).
- Residents requiring parking longer than 72 hours must contact the Association office.
- RV and boat spaces are provided and will be assigned by the Administration office as available.

Paid Parking

Paid Parking is available in the unpaved gravel area at the rear of the Overflow Lot. Spaces P1 – P33 are reserved for residents who require monthly storage of a vehicle or who possess a non-standard or oversized vehicle.

A resident expecting a visitor with an RV must obtain permission from the Association Office for that RV to park in a designated area at the Encore Overflow lot.

All parking in this area requires a permit from the Association Office. See section regarding Parking Permits.

Snow Parking

When snow has been forecast, all cars must be removed from streets and for driveways if possible, in order to enable snow removal to be accomplished as quickly as possible. With the exception of the Administration Office lot, all parking lots are available for parking until the snow has been cleared.

Recreational Vehicles and Boats Parking

The following resident owned vehicles must be registered at the Association Office:

Campers
Mobile homes
Pop-up trailers
Bus-type campers
Other types of recreational vehicles (hereafter called RVs)
Boats on boat trailers

The Association has designated 30 large sized spaces for RVs and spaces for boats on boat trailers. If a space is available in the RV section, a boat may be assigned that space.

RVs, tow cars and boats may be covered by a fitted covering.

There shall be no overnight occupancy and no cooking at any time in RVs on LVW property. Discharge of gray or black water from RVs is not permitted anywhere within LVW.

Commercial Vehicles

Definition: all vehicles with commercial license plates OR with advertising or lettering on the body or windows which would identify them as commercial vehicles. Vehicles with ladder and/or equipment racks, vehicles with specialized bodies such as utility bodies, flat beds, rack bodies, etc. are considered commercial vehicles.

On a case-by-case basis, commercial vehicles may be allowed for a charge.

Commercial Vehicles providing service to residents of LVW Association will be allowed.

Oversized Vehicles and Non-Standard Vehicles

Definition: Oversized vehicles are those in excess of 18 feet in length, 8 feet in width and/or 7 feet in height. Non-standard vehicles include mini-buses, limousines and pick-up trucks without commercial identification but with a wheel base larger than that of a full-sized sedan.

Residents who possess a non-standard or oversized vehicle must request a permit to park in the Paid Parking Area. These vehicles are allowed only brief standing in or adjacent to the resident's driveway.

Tarpaulin Coverings

A permit is required from the Association office to cover a currently registered and in-use vehicle, in a driveway or in the unit's assigned parking space, with an appropriate form-fitting cover.

Parking Permits

Visitors requiring overnight and/or 72-hour parking in spaces marked SP can obtain a permit at the Route 70 Gate House.

Residents may obtain a permit at the Association Office for visitors parking an RV in the Overflow Lot for a fee of $25.00 for up to seven days.

Residents requesting monthly storage in the Paid Parking lot may obtain a permit at the Association Office.

Permits must be displayed on the vehicle dashboard.

Pets, Service Animals and Assistance Animals

For the purpose of this policy: Definitions;

- **Service Animals:** are defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. A service animal is NOT a pet. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability.
- **Assistance Animals:** are defined as animals that do work, perform tasks, provide assistance, or provide emotional support for a person with a physical or mental impairment that substantially limits at least one major life activity or bodily function. An Assistance animal is NOT a pet. Animals that are "assistance animals" providing a non-service-related medical benefit to a resident and "service animals" incorporated under the "Fair Housing Act" (FHAct) as "assistance animals" shall be permitted within the Community upon the following conditions. The resident seeking to maintain the assistance animal shall submit an application to the Association's Community Manager along with documentation from a health care professional that confirms my disability, describes the requested accommodation, and shows the relationship between the disability and the need for the accommodation.

Included with the application, the resident must provide the following documentation that;

(A) Verification that the resident meets the Fair Housing Act's definition of disability.

(B) Describes the needed accommodation.

(C) Shows the relationship between the resident's disability and the need for the requested accommodations.

- **Pets:** are defined as a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles (except turtles).

Service and or Assistance animals only:

1. All Service and Assistance animals must be registered with the Association before admittance to community buildings or pet restricted common elements.
2. Upon the death or removal of a Service or Assistance animal, the reasonable accommodation request for the animal shall be deemed canceled and/or withdrawn. Prior to obtaining a new service or assistance animal, the resident must re-apply pursuant to the procedures outlined above.
3. The unit owner or resident must notify the Association in writing if the Service or Assistance animal is no longer required or if it is no longer in residence. The unit owner or resident must file a new reasonable accommodation request to replace a Service or Assistance animal.
4. The Association may place other reasonable conditions or restrictions on Service or Assistance animals depending on the nature and characteristics of the animal.

Pets, Service animals and Assistance animals:

5. Every animal whether it is a Service animal, Assistance animal or a pet brought within the Association must be licensed by the Manchester municipality, and every animal must always wear a collar that displays a tag containing the animal's license information.
6. In accordance with local ordinances and regulations, the animal must be immunized against diseases common to that type of animal. Dogs and cats must have current vaccination against rabies. Unit owners or residents shall produce documentation and provide a copy to the Association on an annual basis.
7. Just as all unit owners are responsible for any damage, they, their tenants, or guests cause to the common elements or to other units, unit owners shall also be responsible for any damage caused by any animal being kept within their unit or on the common property, regardless of whether the animal is theirs, their tenant's or otherwise. Any damage caused to the common elements by any animal will be the responsibility of the unit owner of the unit in which the animal resides. The Association may choose to repair the damage and charge the responsible unit owner for the costs incurred in repairing the damage. If payment is not received, any amounts due and owing will be collected in the same manner provided in the Master Deed and Bylaws for the collection of delinquent assessments.
8. A maximum of two pets; no farm or exotic pets may be kept and maintained in a unit, provided such pets, are not kept, or maintained for commercial purposes.
9. Animal owners must always maintain full control of the animal. The animal must be always be leashed while outside of the unit unless the person's disability and the nature of the animal's service does not allow the animal to be leashed. Leashes used to control an animal on the Association's common elements must not be longer than 6 feet. If a person cannot control the leashed animal, that person shall not take the animal outside the unit.
10. All animals are not allowed to jump on, bite, or in any way harm or behave aggressively toward any person or any other animal. The Association may require muzzling of the animal or other means to ensure compliance, including removal of the animal.
11. If fleas, ticks, or other pests are detected, the infected unit and common elements will be treated using approved fumigation methods by a licensed pest control service. The unit owner will be billed for the expense of any pest treatment above and beyond standard pest management of the Association. Further, the unit owner will be financially responsible for any costs incurred by any other residents displaced by the clean-up or remediation of any pest infestation, including temporary lodging costs.
12. All feces must be removed and properly disposed of immediately. Owners are responsible for removing their pet's wastes from the common elements and units and are to place the wastes in their own garbage receptacle, not in any public receptacle or storm drain. Droppings must be picked up immediately and put into the owners' own receptacle containers abiding by Manchester Township Ordinance #93-183 - any resident who does not immediately remove all droppings deposited by his dog will face a fine of as much as $500 and up to 90 days in jail.
13. When outside of the unit, including the patio area, an animal must be carried or be on a leash not to exceed six feet and attended by a responsible person unless the person's disability and the nature of the animal's service does not allow the animal to be leashed.
14. No animal may be leashed to any stationary object on the common or limited common areas.
15. Pets must be walked in the streets (at the curb) and in such open or wooded areas not used for recreational purposes or parking facilities, or in common areas.
16. No pets shall be permitted to bark, howl, or make other loud noises for such an unreasonable time as disturbs neighbors' rest or peaceful enjoyment of their unit or the common elements.
17. Any violation of this Resolution, the Master Deed, or Bylaws shall result in legal action being taken to enforce these governing documents, including the levying of fines or a review/revocation of the grant of the reasonable accommodation request. The costs of any such action shall be billed back to the unit owner's account.
18. This Resolution is subject to the Association's existing Alternative Dispute Resolution policy.

Notice: Feeding of waterfowl is absolutely forbidden per the Manchester Township ordinance. Feeding other wildlife is strongly discouraged.

Obligations of Association Members

Please notify the Association Office if there have been:

- Changes in emergency contacts
- Changes in phone numbers
- Changes in automobile license plate numbers
- Changes in number of permanent occupants, including age, in your dwelling
- Registration of pets

Residency

Manchester Township Ordinance: No more than two (2) persons may reside in a one-bedroom unit. A two-bedroom unit is limited to three (3) residents.

The maintenance fee is determined by the number of occupants in a unit. Notification in the change of occupants is required. This information may increase or decrease your maintenance fee. Failure to report additional occupants may result in charges for the entire current fiscal year. (October to September)

Should a guest remain in your unit for more than 90 days in a 12-month period and is a permissible occupant, the resident/owner must report the guest to the Association Office and pay the additional maintenance fee. Fines for non-compliance may be levied as per the Bylaws.

Damage to Property

Damage to either personal or Association property by a resident or the guest of a resident shall be the responsibility of the unit owner who must bear the full cost of repair or replacement. The Association **is not** responsible for any personal property.

Selling Your Unit

You must notify the Association Office of your intent to sell so that information required by law can be made available to prospective buyers. Units must be sold subject to the provisions of the governing documents. In the interest of security, real estate agents must bring any prospective buyers only by appointment with the owner or his agent (except for open house). **Estate sales and garage sales are not permitted. LVW may sponsor garage sales.**

Open Houses

Open houses are governed by the Open House Policy.

- Realtors must call the Association Office at 732-657-9595 and register by the Thursday prior to their open house.
- Registration must include: unit address and realtor's name and cell phone number.
- Open houses are permitted on Sundays only between the hours of 12 PM and 4 PM.
- Only one sign posted on the garage side of the unit is permissible.
- No signage is permitted on primary or secondary roads.
- No balloons are permitted.
- *A realtor must be stationed at each home that is advertised as an open house.*

Responsibilities of Unit Owners Who Rent their Unit

Lease Agreement

An owner must reside in their unit for two years before the unit can be leased/rented. A Unit Owner desiring to lease his or her Unit may do so only if the Unit Owner has received a permit to do so from the Association (See "Leasing Permit"). A one-, two- or three-year written lease, the required Leisure Village West Association addendum and a lease fee must be submitted to the Association Office prior to occupancy by the tenant. When you renew the lease, or change tenants, a new lease agreement must be submitted. The tenant will be provided with a "Resident Package" of information regarding life at Leisure Village West. **Unit owners must be aware that a permit and fee is required by Manchester Township in order to lease your unit.**

All resident I. D's, transponders and privileges to use the facilities (with the exception of voting rights) convert to the tenant. The owner forfeits these rights as there must never be a dual use of the resident I.D, transponders, etc.

Voting rights can be exercised by tenants only if the owner submits permission in writing to the Association Office.

A copy of the rental agreement or lease must, in all instances, be filed with the Association Office prior to occupancy by the tenant.

Condition of Unit

The owner is responsible for:

- Each unit must contain all major appliances in working order.
- Maintaining the 5-foot area.
- Draperies, blinds or curtains must be installed on windows.

Insurance

- All Unit Owners who rent their Units shall, as part of the lease agreement, require the tenant(s) to obtain and maintain an "H04" renter's insurance policy with at least $300,000 in liability coverage. It is recommended that the policy provide sufficient coverage to insure the Association's insurance deductible and to provide sufficient coverage for the full value of the tenant's personal property stored within the Unit. The lease shall further provide that any failure to obtain and maintain said policy shall constitute a material default under the lease and be grounds for termination and eviction. Any Unit Owner who rents their unit must provide the Association with a copy of the tenant's insurance policy declaration page.
- All Unit Owner's and Renter's policies shall include a waiver of subrogation.
- All Unit Owners applying for a Rental Permit shall provide the Association's office with proof of his or her current insurance policy and shall provide an "H04" renter's insurance policy with sufficient coverage as described above. Thereafter, proof of continued insurance shall be provided to the Association annually and upon each lease renewal in a form acceptable to the Association.

No more than eight percent (8%) of Units in the Association shall be permitted to be leased at any given time.

Leasing Permit

A Unit Owner desiring to lease his or her Unit may do so only if the Unit Owner has received a permit to do so from the Association (a "Leasing Permit"). All Leasing Permits shall be valid only as to the particular Unit Owner, Unit, tenant, and lease to which they are issued and shall not be transferable between Unit Owners or Units or tenants or leases. Leasing Permits are not currently issued and in effect for eight percent (8%) or more Units within the Association. If Leasing Permits have been issued for eight percent (8%) or more Units, then no additional Leasing Permits shall be issued until the number of outstanding current Leasing Permits falls below eight percent (8%) of Units.

Any Unit Owner who wishes to obtain a Leasing Permit, but cannot because the maximum number of Leasing Permits are already issued may be placed upon a waiting list. Once a current Leasing Permit expires, the next Unit Owner on the waiting list that meets all of the requirements of this Paragraph shall be given a Leasing Permit. A Leasing Permit shall be automatically revoked without notice upon the occurrence of any of the following:

1. The sale or transfer of the Unit to a third party; or
2. The expiration and non-renewal of a tenant's lease; or
3. The failure of the Unit Owner to lease the Unit for any period of one hundred eighty (180) days after receiving a Leasing Permit.

Important Unit Ownership Documents

YOUR UNIT

Following are some of the common important documents pertaining to your unit that you should keep in a safe place:

Deed (recorded)
Closing Statement
Owner's Title Insurance Policy
Certificate of Occupancy
Mortgage Contract (if applicable)
HO-6 Insurance Policy

Monthly Maintenance Fees

The Association's operating funds are dependent upon prompt monthly maintenance payments which are due the 1st of each month. Payments not received by the 10th of the month will be assessed a delinquent charge.

Maintenance fees cover the costs of the day-to-day operation of Leisure Village West as well as funds for planned future expenditures (i.e., roads, roofs, etc.).

Payment Methods

Online Payment:

Pay your maintenance fees electronically on a monthly basis from your Frontsteps online portal. The link for First Citizens Bank can be found at leisurevillagewest.com/resident-only under "Maintenance Fee". These payments can be one-time payments or set up as recurring payments. Online payments may incur a fee. Call the Association Accounting Office at 732-657-9595 for details.

Automatic Payment available at Association Office:

Bring a voided check to the Association Office to sign up for the program.

By Mail:

Make your check or money order payable to Leisure Village West Association and mail check and coupon, if available with your account number listed on the check to:

LEISURE VILLAGE WEST ASSOCIATION
PO BOX 98282
Phoenix, AZ 85038-0282

If you do not have a coupon, call the Association office at 732-657-9595 for your account number and write that number on your check

Advance Payment:

Unit owners who wish to pay their annual maintenance fees for the full fiscal year in advance on or before October 10th may receive a 2% refund. For details, see the budget letter for the new fiscal year, available each September.

Important Note: Fees may apply for ACH, credit card or online payments.

HO-6 Insurance

The Association maintains a master policy to insure the common elements and all buildings and equipment owned by the Association.

In accordance with your Association's governing documents, all buildings, comprising Leisure Village West Association are insured on an "Original Specifications" basis with a Replacement Cost valuation provision. Put simply, this means that each unit is covered in its entirety in accordance with the **builder's original specifications** subject to the policy limit (less any applicable deductible). Deductibles are applied on a per occurrence basis (currently $10,000). The Association's master policy is not intended to cover personal property, loss of use (temporary rental assistance), loss assessment, upgrades or improvements made by any unit owners (past or present), or their personal liability. It is highly recommended that each owner and/or tenant consult with their insurance professional and provide them with the above information when determining their personal needs.

The information in this Resident Handbook is a general rather than a specific statement. A copy of the declaration page of the Master Policy can be obtained from the insurance agent for Leisure Village West.

All Unit Owners shall obtain and maintain an "H06" condominium insurance policy with sufficient coverage including any upgrades thereto, the Association's insurance deductible, and it is recommended that the policy provide sufficient coverage for all personal property stored within the Unit.

All Unit Owners who rent their Units shall, as part of the lease agreement, require the tenant(s) to obtain and maintain an "H04" renter's insurance policy with at least $300,000 in liability coverage. It is recommended that the policy provide sufficient coverage to insure the Association's insurance deductible and to provide sufficient coverage for the full value of the tenant's personal property stored within the Unit. The lease shall further provide that any failure to obtain and maintain said policy shall constitute a material default under the lease and be grounds for termination and eviction. Any Unit Owner who rents their unit must provide the Association with a copy of the tenant's insurance policy declaration page.

All Unit Owner's and Renter's policies shall include a waiver of subrogation.

All Unit Owners applying for a Rental Permit shall provide to the Association office with proof of his or her current insurance policy and shall provide an "H04" renter's insurance policy with sufficient coverage as described above. Thereafter, proof of continued insurance shall be provided to the Association annually and upon each lease renewal in a form acceptable to the Association.

If any Unit is damaged or destroyed by fire or other casualty, the Unit Owner shall promptly restore the Unit to its condition preceding the fire or casualty.

In addition to the above it is recommended that unit owners purchase HO6 insurance to cover the following:

Personal items (floor coverings, furniture, jewelry, etc.)
Upgraded appliances and/or fixtures
Personal items in the 5-foot area
Personal vehicles and RVs on the property
Additional living expenses for temporary shelter of at least 12 months
Personal liability insurance for accidents occurring inside the unit
Loss assessment coverage (i.e., the Master Policy $10,000 deductible)
Workers' Compensation

Administrative Transfer Fee

The Bylaws, Article I, Section 10(B) states that: Exceptions. A unit owner need not pay a condominium unit title transfer fee to the Association when the transfer of title:

a. is from an owner to a spouse or co-owner of the same unit; or
b. is a resident unit owner for at least two years who then sells their unit and within six months of that sale purchases another unit within the community; or
c. is a transfer upon death to a direct lineal descendant; or
d. is a transfer to a child while retaining a life estate in the unit; or
e. is from the unit owner to the Association.

The Bylaws, Article I, Section 10(C) states that: The purchaser of a unit by a tenant in possession, under the terms of a lease which contains a purchase option, a right of first refusal or similar purchase rights, shall be an event which shall entitle the Association to payment of an Administrative Transfer Fee of the difference between the administration transfer fee and the administrative fee for lessors.

	Fee Applies (YES/NO)
Typical sale or transfer	YES
Transfer, while alive, to Direct Lineal Descendant, **without retaining life estate**	YES
Transfer, while alive, to Direct Lineal Descendant, **retaining a life estate**	NO
Add spouse to the deed while owner is alive	NO
Transfer while alive to spouse, whether or not spouse is already on the deed	NO
Transfer while alive to a co-owner of unit	NO
Transfer upon death to spouse	NO
Transfer upon death to Direct Lineal Descendant	NO
Transfer to a separate entity such as an LLC	YES
Transfer upon purchasing another unit as described in the Bylaws (above)	NO
Transfers to Trusts or any situation not addressed above	CONTACT THE ASSOC. OFFICE FOR FURTHER INFORMATION

General and Useful Information

Air Conditioner (HVAC)	Will not operate properly when temperature is below 70 degrees. Filters need to be cleaned once a month during the cooling season. Replace filter at least annually. Do not shut off circuit breaker in winter months to protect the unit from freezing.
Dishwasher	Use Automatic dishwasher detergent only. Water in well on bottom of unit at rear is supposed to be there to operate efficiently.
Stove	See Owner Manual as your description may be different. Clean range hood filters in detergent monthly to avoid possible fire. Do not use oven cleaners to clean a self-cleaning oven. Do not line oven with aluminum foil as it may cause door glass to shatter. Door and glass replacement is not covered by Leisure Village West Association.
Garbage Disposal	Use cold water when operating the disposal. Turn water on first, and then switch on the disposal. Let disposal churn, turn switch off, and then let water run a few seconds before turning water off. Bones, celery, corncobs, artichokes, banana peels, nut shells or anything stringy should not be put in the disposal. If the disposal does not start, push the red button on the unit under the sink. When absent for an extended period, put a tablespoon of vegetable oil in the garbage disposal.
Milk Delivery	Home delivery is available from Bey Lea, 215 Oak Avenue in Toms River, 732-349-7051.
Newspapers	Newspapers covering this area of New Jersey are the Asbury Park Press and the Star Ledger. Home delivery of these and other newspapers is available. The Manchester Times is a free local weekly newspaper and is available in the clubhouses and many local establishments.

For Your Safety

Smoke Dectector	All units are required by New Jersey State law to have a smoke detector. For best protection, both ionization and photoelectric alarms should be installed. Combination alarms that include both technologies in a single device are available. Follow the manufacturer's instructions for placement and mounting height.
Carbon Monoxide	All units are required by New Jersey State law to have a carbon monoxide detector which should be installed in a central location outside each sleeping area.

It is suggested that residents test all alarms monthly by pushing the test button. **Batteries should be replaced annually. It is recommended to change your devices every 7 to 10 years or in accordance with the manufacturer's guidelines.**

Fire Extinguisher	A fire extinguisher, also required by Manchester Township, should be mounted in an area easily accessible to the kitchen and/or the garage. If you have to use it, remember to keep your back to an exit so that you have a way to escape in the event that the fire cannot be controlled.
Washing Machine	Faucets should be turned off when not in use. Water pressure could cause the hose to burst. Any flooding damage because of forgetfulness is the resident's responsibility.
Clothes Dryer	Clean filter after each dryer load; also clean inside door to prevent a fire. If drying time seems excessive, call the Maintenance Department for service.
Other Electric	Disconnect TV cable, stereo, computers and other electronic equipment during an active lightning storm or when one is forecast.
Portable Gas Grill	**NJ State Law requires that gas grills must be at least 10 feet away from the unit, and propane tanks are not to be stored within the unit or in the garage at any time.**
Gas Grill	Propane or Natural Gas grills must be at least 10 feet away from a unit wall and fence (NJ State Law). The grill must be placed on a solid base. Extra propane tanks must be placed adjacent to the grill within the parameters stated above. **Propane tanks must not be stored in the garage or in the unit.** A storage area for propane tanks is available in the Maintenance Yard. Smoker grills and charcoal grills are prohibited.
Fire Tables	Portable Propane Fire Tables, no greater than 10 square feet in size, between 18 inches and 30 inches in height, and must be at least 10 feet away from a unit wall and fence (NJ State Law). **Propane tanks must not be stored in the garage or in the unit.** *Wood burning or petroleum fueled devices are prohibited. (e.g., Fire Pits, Chiminea and tiki torches)*

When Going Away

For a worry-free time away, observe these few suggestions before leaving:

Shut off main water valve, typically located in laundry closet – turn clockwise.

Open cabinet doors under all sinks to allow warmth to enter. This procedure will help avoid damage to water pipes resulting from low temperatures.

Shut off outside faucets when applicable and disconnect hoses during heating months. Failure to do this could result in damage to water pipes and possible flooding which will be repaired at owner's expense.

In electric units turn the circuit breakers for "Water Heater," "Electric Range," and “Electric Dryer" to off position.

It is recommended that minimum heating be maintained at 50 degrees during the entire heating season, especially during prolonged absences. Shutting your heating off completely will require your unit to be professionally winterized.

If going away for a week or more, disconnect all appliances. When emptied of food, leave refrigerator door ajar to permit circulation.

Unscrew and unplug all TV and stereo cables and electrical cords. This should also be done whenever there is an electrical storm to prevent a fire and/or damage to your sets.

Lock doors and windows, but do not lock storm doors.

Leave key with someone you trust who will check your home periodically, especially after a heavy rain or snowstorm.

Notify post office to hold or forward mail.

Telephone and water can be shut off by contacting the utility companies.

Notify newspaper delivery service one week in advance to stop delivery.

Place a tablespoon of vegetable oil in garbage disposal if absent for any length of time in order to protect the unit.

Procedure for Routine Maintenance Services

Call 732-657-8878 from 8:00 AM to 4:00 PM. Most in-unit maintenance items can be scheduled for repair when it is convenient for you. Appointments are scheduled between 8:00 AM and Noon and from 1:00 PM to 4:00 PM. A limited number of first appointments for the morning and afternoon are available for your convenience. Most outdoor maintenance items are classified as non-scheduled and are handled in the order they were received.

Unsatisfactory Work Procedure:

If any maintenance work is unsatisfactory, please contact the maintenance office at 732-657-8878 and ask to speak to the Department Manager.

If the item is not resolved by the Department Manager, contact the Community Manager at 732-657-9595.

If the Community Manager does not resolve the issue, contact the Association Office and ask for an ADR Conference.

Maintenance Emergencies (After Hours and Weekends)

After hours calls to 732-657-8878 are automatically forwarded to 732-657-4334, Gatehouse Rt. 70. The following are examples of items where Emergency Maintenance Service might be required:

Major water leaks
Total electric power failure
Total sewer blockage in all bathrooms
Broken (not cracked) window
Units with NO heat or hot water

A/C failure, while not an emergency, will be handled expeditiously.

After Hour Emergency backup Phone # 732-323-1717. This number will only operate during Maintenace's off hours and is only to be use for Maintenance Emergencies.

Repairs Covered by the House Maintenance and Appliance Service Departments

In all cases, covered items are as originally spec'd and installed by the developer and may vary depending on model. Leisure Village West Association reserves the right to change, modify or remove any services and procedures. Optional equipment, not part of the developer's offering, will not be serviced by the Association.

Appliances:

Appliances and other household appliances as approved by the Association described below will be repaired if they are repairable, as determined by the Service Department, see exceptions noted below. Appliances no longer repairable are those for which the repair costs (parts and labor) are more than 50% of the replacement cost. The replacement will be the unit owner's responsibility.

Association-approved GE Appliances or their successor as installed by the developer: Refrigerator, Dishwasher, Range, Cooktop, Oven, Microwave, Washing Machine, Dryer, and Disposal (does not include countertop microwaves)

NOTE: new appliances are serviced by the manufacturer's warranty for the first 12 months.

HVAC: There may be some charges for parts associated with the repair of replaced HVAC units.

Other Household Appliances: Central A/C, Natural Gas Heat, Electric Heat, Heat Pumps, Water Heater. Some installations may require permit from the Association as well as from Manchester Township (obtained by the contractor) and must conform to all building codes and specifications.

Plumbing Fixtures:

- Bathtub stoppers, Tub spouts
- Caulking (but not grouting) of bathtub and shower stall
- Faucets, Moen or Pfister models only - washers, cartridges, stems, non-ceramic handles, supply lines, shut-offs, stoppers, diverter for kitchen hose and spray, hot and cold indicators caps, if available. (If these brands are still under warranty, the resident should contact the manufacturer who should provide the parts at no cost.)
- Hose bibs /outside hose faucets
- Toilets - internal parts, supply lines, tank bolts, flange, closet bolts, shut off, wax seal, waste line blockages (If resident is responsible, there may be a charge.)
- Water pipes up to fixtures - does not include replacement of fixtures

Electrical:

- Circuit breakers
- Outside light fixtures
- Wall outlets, switches and covers (excluding dimmers)
- Doorbell pushbutton and transformer (excluding chimes)
- Wiring from main breaker up to fixture as installed by the developer

Garage Doors:

Hinges	Handles	Cables
Rollers	Door jambs	Springs
Door stop	Tracks	Weather stripping
Safety cables		

Openers and components are not covered. Replacement of complete garage doors or door panels is the Resident's responsibility. Any damage caused by garage door openers or automobiles is also the Resident's responsibility.

Exterior Doors:

Door glass - If broken, replaced at a charge

Door jamb	Hinges
Locks - Original Only	Patio sliding/Screen doors - If parts are available
Handles	Saddle
Sweep	Weather-stripping - If available

Windows:

A unit owner installing windows in place of those provided by the developer understands that the Leisure Village West Association is no longer responsible for maintenance of the replacement windows. Unit owner must obtain a permit to replace windows.

Latches
Springs

Unit owners may have window glass replaced at their own expense.

Attic Stairs: Replaced or repaired as installed by the developer. LVW Maintenance will only replace standard attic stairs with similar Attic stairs if available and replacement stairs fit in exsisting opening.

Gutters: Repairs and cleaning.

Roofs: Overlay or complete replacement provided on a schedule determined by the Association.

Bathroom Fan: Original motors are covered.

Painting: Exterior wood trim and shakes are scheduled for painting once every 5 years. Exterior aluminum siding is scheduled for painting every 25 years. Unit owners must comply with the requirement for clearance between plantings and unit such as walls, windows and fences to provide access to the painters. Hanging and potted plants must be removed. Any resulting damage is the unit owner's responsibility.

Termites: Wood destroying insects only, termite control and damage to building components only.

Items NOT Covered by the Association, including but not limited to:

A/C Coils	Glass Tops on Stove	Attic Fans
Humidifiers	Burner Pans	Ice Makers
Cabinets and Drawers	Oven Liners	Interior Doors
Portico and Patio Carpet	Compressors	Refrigerator Shelves
Cosmetic Repairs	Shelves	Dehumidifiers
Timers	Duct Cleaning	Vanities
Countertops	D/W Racks & Baskets	Convection Ovens

Light Bulbs: Replacement and changing of all types of interior and exterior residence light bulbs is the responsibility of the owner. Service will be provided on all wiring up to but not including the fixture.

Fireplaces, Chimneys, Spark Arrestors, and Chimney Caps: Fireplaces were an option offered by the developer or installed subsequently by the unit owner. Any cost to repair or replace these elements will remain the responsibility of the unit owner. Fireplaces, Chimneys, and vents must be inspected annually and cleaned by a professional chimney sweep.

The Association will maintain a restoration program for a charge to remove and restore the chimney caps in Encore models. If necessary, the Association will remove and replace spark arrestors, and all costs will be charged to the homeowner.

Wood Burning Fireplaces:

Leisure Village West Association required that all units with active wood burning fireplaces schedule a bi-annual chimney inspection and cleaning. The purpose of this inspection/cleaning is to ensure the safety of the resident while using a wood-burning fireplace or a wood stove. The inspection/cleaning must be performed by a licensed and insured company. Every two years, the inspection/cleaning should include the following; hearth, firebox, damper, smoke chamber, spark screen/doors, flue, chimney cover/cap, and checking for any creosote buildup. The inspection/cleaning receipt and associated paperwork should be saved by the resident/owner for possible future insurance needs.

Lockout Service: **Please plan ahead as lock out service is not provided by the Association.**

Items Available from the Association and Charged to the Resident, including but not limited to:

Blue Mesh A/C filters (Willow Section)	LED Kitchen Light bulbs	Oven doors
Bathroom fan	Sliding door lock	Disposal
Exterior door locks	Fireplace chimney cap	Door & window rescreening
Motion sensor lights	Light diffusers	Spark arresters
Handicap ramps	Broken window glass	Association approved thermostats
Single lever washing machine valve	New installation of garage door safety cables	

Please refer to your resident online portal for a complete list with the latest service charges.

Specifications and Permits

Specifications:

To ensure the safety of common property and surrounding units and preserve the aesthetics and market value of units (Architecture committee charter), changes in or to units must be made in accordance with specifications approved by the Board of Trustees (By-laws, Article IV, Section 12). Changes must be made according to the specifications for the model.

There are specifications for changes to grounds, patios, windows and enclosures, doors, electrical, plumbing, HVAC and unit structures.

Specifications can be found on Frontsteps or obtained from the Association Office.

LVWA Permits:

There is no fee for LVWA permits. They must be obtained prior to the beginning of any work on a unit.

A resident may clean up and place small plants in the 5 foot area without a permit. Any work in or around a unit done by **a contractor, in the 5-foot area,** requires an LVWA permit. A permit is also required for **work done in the 5 foot area by a resident** that involves **planting and removing bushes or removing trees.** Any **electrical, plumbing or structural replacements, alterations or changes** made by **the unit owner or resident or a contractor also require** an LVWA permit.

Renters must obtain owners' permission for work done in a unit as well as an LVWA permit.

For further information on what changes to units require permits, please see chart at the end of this section.

The LVWA permit process is as follows:

1. Call the LVWA office and ask to apply for a permit. You will be required to describe the changes you want to make and provide the name, license, and guarantee of insurance of any contractor who will be performing the work. **A request for a permit does not mean your work is approved.**

2. Within 5 business days you will receive a call from an Architectural Committee inspector to set up an appointment in your unit.

3. The inspector will come to your home, review the work and issue the permit. You will sign and date the permit. Once the permit is issued and signed, work can begin.

4. When the work begins, post the permit in your front window so it is visible from the street.

5. When the work is completed, call the inspector listed on your permit and set up a time for a review of the work.

6. When the inspector has reviewed the work, they will sign off on the permit, pending the town inspection if required.

7. Keep the permit in your household file so it is available if you sell your unit.

Township Permits:

Township permits are required for some improvements, modifications, or repairs to assure that the work conforms to the New Jersey Uniform Construction Code. A contractor is responsible for obtaining the required permit. The unit owner or resident is responsible for scheduling the subsequent inspection by the township. There is a fee for Township permits.

Manchester Township permits are **required** for the following type of work and must be done by the appropriate licensed professional-- contractor, electrician, or plumber:

Any electrical work that involves installing new wiring, replacing or moving existing wiring.

Any structural changes to the interior of a unit

Visible additions which affect the usable floor area or increase the unit's assessed valuation

Replacement of a water heater, plumbing fixture, furnace, air conditioner or wired-in major appliance.

Consequences of Failing to Obtain Permits

LVWA Permits: Failing to obtain LVWA permits may result in an architectural lien being placed on your unit. The lien would have to be removed before your house can be sold.

Town Permit: Failing to obtain Manchester Township permits places you in violation of town codes. The violations will have to be remedied before you sell your house.

Project	Work performed by	Call before you dig	LVW Permit needed	Manchester Permit needed	Specification Number	Other
LANDSCAPING & 5 FOOT AREA						
Clean up of 5-foot area	Resident	no	no	no	N/A	
Clean up of 5-foot area	Landscaper	no	yes	no	Spec 1_1	
Plantings (not bushes)	Resident	no	no	no	N/A	
Plantings (not bushes)	Landscaper	no	yes	no	Spec 1_1	
Plant or remove bushes	Resident or Landscaper	yes	yes	no	Spec 1_1	
Edging installation	Resident	yes	yes	no	N/A	
Edging installation	Landscaper	no	yes	no	Spec 1_1	
Mulching or adding stone	Resident	no	yes	no	N/A	
Mulching or adding stone	Landscaper	no	yes	no	Spec 1_1	
Walkway within 5-foot area	Resident or Landscaper	yes	yes	no	Spec 1_1A	Greenery models only & diagram required

Flagpole	Contractor	yes	yes	no	Spec 1_2	Prior approval of location
Project	**Work Preformed by**	**Call Before you dig**	**LVW Permit needed**	**Manchester Permit needed**	**Specification Number**	**Other**
PATIOS						
Replacing patios	Contractor	yes	yes	no	Spec 1_4, 1_5, 1_7, 1_8 or 1_15	Spec dependent upon model & diagram required
Replacing Existing deck	Contractor	no	yes	no	Spec 1_9 or 1_16	Condo 96 only
Installation of Outdoor Gas Grill	Contractor	yes	yes	yes	Spec 1_10	
Patio Awnings	Contractor	no	yes	yes	Spec 1_11	Encore/ Greenery only - Spec 4_2 also
Roll-up Shade in Portico	Contractor	no	yes	no	Spec 1-12	
Patio Gates	Maintenance installation only					
WINDOWS -- Prior approval required for changes to size or location of windows						
Vinyl Replacement Windows	Contractor		yes	no	Spec 2_2	No size or location changes
Encore Models -- Replacing Windows -- Maintenance involvement	Contractor		yes	no	Spec 2_9	Encore models - no size or location changes
Portico Enclosures	Contractor		yes	yes	Spec 2_1	
Shutters	Contractor or Resident		yes	no	Spec 2_6	
Skylight Installation - Encore	Contractor		yes	yes	Spec 2_8	Encore models - cathedral-type ceiling
DOORS -- Prior approval required for changes to size or location of doors						

Project	Work Performed by	Call Before you dig	LVW Permit needed	Manchester Permit needed	Specification Number	Other
Replace Front or Rear Doors	Contractor		yes	no	Spec 3_6	
Changes to Front or Rear Doors	Contractor		yes	yes	Spec 3_7, 3_9, 3_11	
Storm Door	Contractor or Resident		yes	no	Spec 3_5	
Change Color of Front or Rear Doors	Contractor or Resident		yes	no	Spec 3_4	
Garage Door	Contractor		yes	no	Spec 3_2	
ELECTRICAL						
Adding new outlet and/or switches	Electrician		yes	yes	Spec 4_2	GFI required near sinks
Rewiring existing electric	Electrician		yes	yes	Spec 4_2	
New ceiling fixture box	Electrician		yes	yes	Spec 4_2	
new wall fixture box	Electrician		yes	yes	Spec 4_2	
new bathroom fan	Electrician		yes	yes	Spec 4_2	
Hot water heater bonding wire	Electrician		yes	yes	Spec 4_2	Requires plumbing 5_1a permit
Tankless water heater	Electrician		yes	yes	Spec 4_2	
Outdoor Lighting - replacement	Electrician		yes	no	Spec 4_1	
Outdoor Lighting - NEW	Electrician		yes	yes	Spec 4_1	
Outdoor motion detectors (wired) NEW	Electrician		yes	yes	Spec 4_2	
Patio awning electric motor	Electrician		yes	yes	Spec 4_2	Requires Spec 1_11
Battery motion detectors	Resident		no	no	N/A	Also available through Maintenance
Home battery back-up system	Electrician		yes	yes	Spec 4_4	
PLUMBING						
Bathroom - NO change to water/sewer	Contractor		yes	no		
Bathroom - changes to water/sewer	Contractor		yes	yes	Spec 5_1	
Kitchen - NO changes to water/sewer	Contractor		yes	no		

Project	Work Performed by	Call Before you dig	LVW Permit needed	Manchester Permit needed	Specification Number	Other
Kitchen - changes to water/sewer	Contractor		yes	yes	Spec 5_1	
Hot Water Heater	Contractor		yes	yes	Spec 5_1	
Tub to Shower Alteration	Contractor		yes	yes	Spec 5_3	
HVAC						
Basic HVAC	Contractor		yes	yes	Spec 6_1	
Air Conditioner	Contractor		yes	yes	Spec 6_1	
Heat Pump	Contractor		yes	yes	Spec 6_1	
Roof Ventilating Fan	Contractor		yes	yes	Spec 6_2	
A/C Handling System in Attic	Contractor		yes	yes	Spec 6_3	Condos 1 - 22 only
Gas Vent-Free Fireplace	Contractor		yes	no	Spec 6_4	
OTHER						
A/C Condensing Unit Screen	Contractor or Resident		yes	no	Spec 6_1A	
Solar Tube Installation	Contractor		yes	no	Spec 7_1	
Skylight in Encore models	Contractor		yes	yes	Spec 7_2	
Removal of Interior Wall	Contractor		yes	yes	Spec 7_3	diagram required
Bathroom Alteration - Special Physical Needs	Contractor		yes	yes	Spec 7_6	
Remodeling - general	Contractor		yes	no	Spec 7_9	diagram required & add'l permits
Temporary Pod or Dumpster parking			yes	no	Spec 7_10	
Covered Vehicle Permit	Resident		yes	no	Spec 8_2	
Exterior Security Camera Installation - Battery	Resident or Contractor		yes	no	Spec 10_1	Location approval required
Exterior Security Camera Installation - Electrical	Electrician		yes	yes	Spec 10_1	Location approval required

MODELS (21 different types)

Phase One (Willow)	Phase Two (Countryside)	Phase Three (Greenery)	Phase Four (Encore)
Eton	Concord	Wheaton	Roxy
Greenbriar	Falmouth	Oxford	Savoy
Cambridge	Nantucket	Stratford	Ritz
Baronet		Blair	Pickford
Winfield		St. Tropez	Waldorf
Regency		Hastings	Victoria

Common and Limited Common Area

Limited Common Areas are areas that are owned by LVWA but set aside for the exclusive use of the unit owner or resident. These include: the 5-foot area, patios, porches, porticos, driveways and walkways.

The 5-foot Area

WHAT IS REFERRED TO AS "THE 5-FOOT AREA" IS THE ORIGINAL SPACE ABUTTING THE UNIT, ALLOCATED BY THE BUILDER AND ARCHITECT AS A PERMANENT LANDSCAPED AREA. The amount of space in this area by unit. It may not be planted with grass or otherwise removed by the owner. If a previous owner has removed the area or planted it with grass, the new owners must re-establish it as a permanent landscaped area. Responsibility for planting, edging, trimming, watering and otherwise maintaining the area is that of the owner.

To prevent water and termite damage, residents must maintain the entire area 2-4 inches below from the siding of the unit.

Because there may be underground utility lines within this area, YOU MUST call for an underground mark out before doing any digging in this area. Call 811 or 1-800-272-1000 for this free service.

811 Know what's **below.** **Call** before you dig.

General Rules for the 5-Foot Area

Note: If work in the area is being done by a contractor, you must obtain an LVWA permit.

1. Residents **must maintain** their five-foot area, which may have foundation plantings, individual pots of plants, a limited number of decorative garden ornaments, mulch, stone, or gravel but may not have pavers, bricks, or grass, as ground cover.
2. Planting of low-growing bushes, shrubs, flowers, or ground cover is permitted in an area extending five (5) feet from the foundation of a unit and the area between unit walls and walkways.
3. Within this five-foot area, only Dwarf **TREES (Japanese Dwarf Maple)** may be planted. The dwarf tree cannot be higher than four (4) feet and must be trimmed to maintain this height. A diagram indicating the location must be submitted and be pre-approved by the Architectural representative.
4. The center of all bushes, shrubs, and Japanese Dwarf Maples must be at least thirty (30) inches from the unit foundation and all branches, etc., including **living** ground cover must be kept maintained and/or trimmed to at least twelve (12) inches from the unit siding to minimize damage to siding.
5. Planting in front of windows must be maintained to not exceed three (3) feet in height and preferably not higher than the windows. Plantings must not obstruct access to or from the window. Mature shrubs should be trimmed to leave the upper panes of windows unobstructed. The Japanese Dwarf Maple cannot be planted directly in front of windows.
6. Planting in front of solid walls must be maintained so as not to exceed five (5) feet in height and should be trimmed to a height where they do not brush against the siding or overhang gutters.
7. In order to prevent damage from rot, insect damage and/or mold, the entire five-foot area must be kept 2 - 4 inches below the bottom of any and all siding material, when possible. This includes the top of any groundcover, mulch, stones, gravel, edging material, etc., that are within the area. Edging material should not be higher than 6 inches above grade and parallel to the foundation/siding and must not block water drainage away from unit.
8. Stone or gravel groundcover must have edging material to maintain border to prevent lawn mowing hazards.
9. Borders if used, must not exceed six inches in height.
10. **Water shutoffs and sewer cleanouts must remain visible for emergency access**.
11. **No furniture or structures are permitted in the five-foot area.**

APPROVED EVERGREENS, SHRUBS (Note: While these plants are allowed in the 5 foot area, they require differing levels of care and protection from wildlife. Owners can obtain additional resources about planting from:

Cooperative Extension of Ocean County
1623 Whitesville Rd
Toms River, NJ 08755-1199

Rutgers Master Gardeners Rd.
Website: ocean.njaes.rutgers.edu/garden
732-349-1245

A. Low-Growing Evergreen Conifer:

(Species should be selected that have adjectives in the botanical names such as Compacta, Compressa, Minima, Nana, Pygmala, Prostrada, or Pendular, Arborvitae, Pine, Spruce Cedar, Juniper, Yew.

B. Slow-Growing Broadleaf Evergreens:

Andromeda	Cotonester	Heath	Oregon Grape	Coralberry
Holly	Privet	Barberry	Euonymus	Leucothoe
Rhododendron	Boxwood	Viburnum		

C. Deciduous Shrubs:

Abelia		Barberry	Deutzia	Viburnum
Azalea	Cotoneaster	Privet	Spirea	

D. Dwarf Trees – ONLY Japanese Dwarf Maple trees

There are 17 different varieties and colors of the Japanese Dwarf Maple.

PROHIBITED PLANTING

Ivy, vines, and fruit bearing trees

The only *trees permitted in the five-foot area* are Japanese Dwarf Maples.

PATIOS, DECKS, PORCHES, PORTICOS, DRIVEWAYS AND WALKWAYS

PERMITTED

Flags and Banners made of cloth or similar material are permitted at units. A total of 4 can be displayed: two (2) on flagpoles attached to the unit and two (2) in the permanent landscaped (5 foot) area. **Inground flagpoles** are allowed only with a permit from the Association. Flags of the United States must be no larger than 3'x5' and be appropriately lighted if flown at night. Flags of other countries may be flown only if an American flag of equal size is displayed as well. Banners attached to a unit or a permitted in ground flagpole must be no larger than 20"x40". Flags and banners in the permanent landscaped ("5 foot") area must be no larger than 13"x18". Seasonal banners may be displayed beginning two weeks prior to the start of each season and must be removed within two weeks after the end of that season. Holiday banners may be displayed beginning one month prior to the holiday and must be removed within two weeks after the event. Other permissible flags and banners may be displayed continuously.

Holiday Decorations may be displayed one month prior to the holiday and must be removed within two weeks following the event. In order to prevent damage to the unit, decorations must be lightweight and held in place on the unit or on fences with non-destructive hooks, such as or similar to Command Brand mounting systems. All holiday decorations must be only be placed in the permanently landscaped areas adjacent to unit (5 foot area).

Garden Lights (LED or solar powered) are permitted to be installed within the permanent landscaped (5 foot) area **only** and must not impede lawn maintenance.

Outdoor Furniture is permitted on porches and porticos. Patios are permitted to have a table, chair and a single post umbrella. In Condo 96 a table, chair and single post umbrella are permitted on decks.

Only one (1) vinyl or resin **deck box** is allowed on a unit's patio and deck (Condo 96) **.** The deck box must be no higher than 3 feet and no longer than 4 feet.

Trellises are allowed in the permanent landscaped (5 foot area) only. They must be no higher than 6 feet high and cannot be attached to the unit or used as a gate.

Hanging Plants may be placed in hanging baskets or pots attached to the wood trim of a unit with rust resistant screws and brackets. The number is limited by safety and structural concerns, which may differ among units. Plants may also be hung from shepherd hooks placed in the permanent landscaped (5 foot area).

Only ***Birdbaths*** with a working fountain or a purification system in operation are permitted and placement is limited to the permanent landscaped (5 foot area).

Firewood can only be stored on proper racks on patios or porches. A maximum of one cord of wood is allowed. There must be a minimum clearance of 4 inches about the ground or slab and 8 inches away from the unit walls to prevent termite damage.

Only Fences and Gates approved by the Association are permitted on Common or Limited Common areas. **Gates** are only allowed with a permit from the Association. Residents will be held responsible for any damage beyond normal wear and tear to the vinyl fence. Vinyl fence post caps may be replaced with LED lighted; battery operated

solar rechargeable caps that meet the following specification. Solar caps must be square, white in color with maximum overall dimensions limited to 7 inches in height, width and depth made to fit a standard 5 X 5 vinyl fence post. Caps may not be fastened with screws, nails, rivets, or any similar fastening devices. Caps may be fastened with 4 small dabs of clear vinyl adhesive applied to the underside of cap where it comes in contact with the post. Existing caps may be stored by unit owners for subsequent unit owners or turned into the Maintenance Department for stock.

Exterior painting by owners is allowed for the painting of shutters, main entry doors and porticos **only**. **An LVWA permit is required for such work.** In all cases, products and colors are limited to the following Sherwin Williams colors (samples of which can be seen at the Maintenance Office and are available digitally). The colors include:

Door Colors:
SWVS393-Nikko Blue
SW2411-Surf's up Blue
HGSW3322-Blue Mystery
SW2339-Concord Buff Cream
SW9536-Lamb's Wool Cream
SW2356-Regency Gold
SW6993-Black of Night Black
SW6991-Black Magic Black
HGSW2272-Chopped Cilantro Green
HGSW1263-Organic Green
HGSW2273-Sugar Snap Pea Green
HGSW1011-Flirty Fuchsia Red
HGSW1031-Cerise Red
HGSW1032-Adored Red
SW6908-Fun Yellow
SW7015-Repose Gray
SW7017-Dorian Gray
SW2378-Ocatillo Green
HGSW1266-Green Savvy
SW2450-Aged Ivory
HGSW1071-Victorious Red
HGSW4006-Pure White

NOT PERMITTED

Waterslides, Jacuzzis, hot tubs are not allowed on common or limited common areas.

Outdoor furniture is not permitted in permanent landscaped (5 foot) area.

Planters on gutters, soffits, steps or walkways are not permitted.

Empty or out of season garden containers (such as planters or window boxes) are not permitted except in unit's garage or patio deck box.

Non permissible flags and banners include but are not limited to: a) Banners that use language and/or symbols that criticize, demean, or express hostility toward: a religion, a religious group, or members of a religion or religious group; a racial or ethnic group or members of such groups; a sexual orientation or persons with that orientation; a gender identity or persons with that gender identity; a political party or members of a political party; an elected official ;a law or governmental policy; any individual (b) Banners that express support for illegal activities and c)Banners that express support for the election of a political party or candidate or approval of a ballot item (See the regulations regarding election signage).

Generators

Whole house generators are allowed under strict specification which require an LVWA and Manchester Township permit and approval. Additionally, portable generators are not permitted in the community.

Drones

The personal use of drones is prohibited by the Association.

Disposing Refuse

Trash

Household trash is collected twice a week from the recessed trash container which is located in your 5-foot area. All trash should be put in bags before being placed in the container. Any bagged household trash that does not fit into the container should be placed near the container on the day of scheduled pickup. Placing trash at the curb or on common property other than designated areas is strictly prohibited and may be subject to fines

Garden debris

Garden debris should be placed in convenient piles or paper bags at the curb on the garage side of the unit no earlier than the day before pickup. From December 1 through March 31, pickup is by request only. Christmas trees will be picked up curbside in early January.

Bulk trash

Bulk trash such as furniture, mattresses, rugs, electronics, etc., is picked up twice yearly by the Township. Dates are announced in the Leisure Village West News magazine, on Frontsteps or on the Village Creeper Channel 970 and in local newspapers. Bulk items may be placed at the curb the day before the scheduled date. Pick-up may take up to a week. Bulk items place at the curb or on common property at any other time of year is subject to fines and the full cost of removal set by the Association.

Hazardous Waste

Hazardous Waste such as paint cans, aerosols, herbicides, pesticides and household cleaners can be brought to a designated recycling center at scheduled times. Call 732-367-0802 to pre-register.

LVW Newspapers Recycling

Newspapers tied securely in 6-inch bundles can be left in the container at the maintenance facility Magazines and junk mail are also accepted. Disposing of your newsprint in this manner not only saves Leisure Village West garbage dumping fees but also generates additional income. Violators will be fined.

No garbage or trash of any kind
No pizza boxes
No food containers of any kind
No milk containers
No cardboard
No dumping of any kind

Manchester Township Recycling

Manchester Township Recycling collects commingled recyclable materials in a reusable container no more than 32-gallons with locking lid. Recycling placed in a plastic bag will NOT be collected. See Manchester Township Recycling for more. https://manchestertwp.com/recycle-coach/

Acceptable Materials

Plastic Bottles — Where the neck is smaller than the base of the container like beverage, shampoo/conditioner, laundry/dish detergent, milk jugs, condiments-ketchup & salad dressing
Cans — Aluminum cans, steel, tin and empty aerosol cans
Glass bottles, jars, containers (all shapes, sizes and colors)
Empty and rinse all bottles & containers
REMOVE ALL CAPS, LIDS AND PUMPS AND THROW IN TRASH
Corrugated cardboard boxes
Clean cardboard Pizza boxes
Please flatten all cardboard boxes
Mixed Paper — Magazines, catalogs, paperback books, hardcover books with cover removed, junk mail (including envelopes), office paper, computer paper, school papers, newspapers plus inserts, brown paper bags, construction paper, wrapping paper, greeting cards.
NO SHREDDED PAPER
DO NOT TIE OR BUNDLE PAPER
DO NOT BAG MATERIAL
NO PLASTIC BAGS Recyclable materials should be placed adjacent to the end of the driveway in a closed container on alternate Wednesdays as announced in the Leisure Village West News magazine, on Frontsteps and on the Village Creeper Channel 970. Frontsteps coming soon!

Grounds Department Services

Condominium living allows residents to relax while someone else maintains the common elements. Grass cutting and other grounds work will be more efficient and prevent damage if hoses, lawn furniture, and other objects are kept clear of the area. **Our personnel will not remove these items, and the Association will not be responsible for damage or replacements.**

A sprinkler system is in place to water the common area. Residents must call the Maintenance Department if any adjustment or repair is required.

The following are the services performed by the Leisure Village West Grounds Department:

Grass Cutting
Edging (once yearly minimum)
Reseeding
Weed control to be applied in the Spring
Fertilizer (Spring and Fall application)
Irrigation for the common areas (maintained as originally installed)
Weekly debris pick up (December 1 - March 31: upon request only)
Pruning of trees and shrubs that pose a hazard in the common area
Drainage in areas where there is standing water for longer than 24 hours
Fence replacement post & rail
Dead trees & shrubs on the common areas (removed, but not replaced)
Live trees posing an imminent danger will be removed
Unit power washing, siding trim, fence & walkway

Residents should call Maintenance for the following:

Sidewalk repairs
Repair of garbage containers
Walkway and Street light outages

Services NOT Furnished by the Grounds Department, including but not limited to:

Cosmetic repairs to sidewalks and driveways
Maintenance of the 5-foot area adjacent to the unit
These areas are to remain in their natural state unless removed by the Grounds Department.

NOTE: Residents must not apply herbicides, pesticides, insecticides, fertilizer or poisons of any kind in the common area; residents will be held responsible for any resulting damage.

Storms and Weather

Snow- Preparation and Clearing Procedures

Improperly parked cars are the biggest problem during snow removal. Remember: your garage or assigned parking is the only place to keep your car so snow-clearing equipment can operate. Residents with two cars must remove their second car from the street and driveway. Most of our clearing equipment is too large to clear a double driveway with a car on one side and are often left behind and cleaned up later when the smaller equipment is available; therefore, please keep driveways cleared. Snow removal on the main roads will start upon arrival of labor and equipment after a ***two-inch accumulation*.**

Driveways and single-entry units will be started after snowfall has stopped and main roads have been opened. Obviously, it is impossible to start every area at once so rotation of the starting place will be done. Your cooperation in observing a few suggestions will minimize any inconvenience.

Your cooperation is requested by remaining in your home as long as possible for your own safety until the snow clearing is complete. Tune in to Village Creeper Channel 970 for additional information.

Snow Clearing Order

- Brine is applied to the roads prior to the impending storm
- Main roads are first
- Secondary roads
- Driveways and single-entry units (without garages)
- After the completion of all of the above and as time permits, sidewalks will be done throughout the village.

Snow Clearing Priority List

If you receive dialysis or chemotherapy, you must submit a letter annually to LVWA from your treatment facility listing the days and times of treatments. Additional requests for Priority Clearing requests must be preapproved by the Community Manager and will require documentation supporting the requested priority service.

Storm Preparation – See www.ready.gov for information and to sign up for email updates. Also check with Manchester Township for availability of services from them during storms.

- Have a flashlight and/or emergency LED lanterns with fresh batteries. Even if you never use the flashlight, put in new batteries.
- A portable radio with new batteries.
- Bottled water – one gallon of water per person per day.
- A supply of ready-to-eat, non-perishable foods that will not need refrigeration after opening (e.g., peanut butter).
- If you open your refrigerator only for a few seconds, the cold should last 24-48 hours. The more things in the refrigerator the longer the cold will last.
- When a STORM alert is announced, be sure to have all your medications and other medical devices on hand.
- Shelter is made available where possible depending on conditions at our recreational facilities. The Association will provide availability and updates via all LVWA media.

Selected Rules and Regulations

For Sale Signs & Advertisements

No owner or occupant of a unit or vehicle shall post, or permit to be posted, any advertisement or poster of any kind, including “For Sale" signs, on the outside of units, in the common areas, or in the interior of any unit/vehicles/property, so that it may be seen from the outside of such unit. Under no circumstances shall there be Estate Sales. Home security decals small in size may be displayed on window and door glass.

Election Signage

Unit owners may post election signage for National, New Jersey State, and Local Governmental, and Trustee elections within the confines of their unit for the time period defined.

- Quantity: 2 signs per unit for National, New Jersey State, and Local Government elections; no more than 1 election sign per open seat for elections of LVW Trustees per unit.
- Placement: two in windows or two in the five-foot area, two on the door of a vehicle parked in the driveway, or a combination of signs in a window, the five-foot area, and a car parked in the driveway.
- Size: Dimensions shall be no greater than 24 inches in width and 18 inches in height.
- Duration: Signs may be posted 45 days prior to the election date and must be removed within 7 days after election date.

Noise

Anything a resident or guest does that disturbs another resident’s peace, tranquility or use of property or that causes damage or extra expense to the common property is to be avoided**.**

In order to provide for the peaceful enjoyment of Leisure Village West by all residents, owners and occupants of units should exercise extreme care to avoid making loud or objectionable noises such as might come from a motor vehicle, musical instruments, radios, phonographs, stereos, television sets, amplifiers, etc.

No more than two windchimes allowed per unit. Neighbors should not be disturbed by the sound of the windchime.

Smoking/Vaping

Not permitted in common buildings. May take place in designated smoking areas where posted outside the common buildings.

Outside Clothes Lines

No garments or other articles shall be hung outdoors to air or dry.

Attachments to Unit

Nothing shall penetrate or be permanently attached to the unit so as not to interfere with maintenance and repair except where noted in this handbook. Any temporary attachments should be minimal and mounted with 3M Command™ brand hooks or similar.

Garage Usage

The primary purpose of the garage is to house the resident's vehicle.

- Conversion of the garage to expand the living area is prohibited.
- You may install shelving or cabinets for storage of personal property along walls only.
- Usage of the garage for business is not permitted at any time.
- The use or storage of flammable or hazardous materials is prohibited.
- Equipment installed in garage must be installed in conformance with Leisure Village West Association's regulations, State and National building codes (especially electrical) and National Fire Protection Agency's standards.
- Walls, ceiling and floors of the garage may not be altered without the Association's permission.
- No changes should be made that could affect the efficacy of the firewall between units.
- Residents must maintain free and clear access to and from the electrical panel.

Outdoor Private Parties

Occupants of units may have outdoor parties attended by other residents or houseguests as long as such party is held on the unit owner's patio. If it is desired to hold a private party in any part of any common area, permission must first be obtained from the Recreation Department giving the location desired and number of guests. **Outdoor parties on common areas including block parties are limited to (2) per year.** Care must be taken to not cause undue disturbance to other nearby unit owners.

Recreation Building Private Parties

Resident Members are welcome to rent auditoriums, multipurpose rooms or the atrium for private parties, following the rules for private parties and filling out the required form which are limited to (2) per year. Fees are required and exceptions apply. For more detailed information, see the concierge in Willow or Encore.

Alcoholic Beverages

Alcoholic beverages shall not be **served** in the recreational areas unless written permission is first obtained from the Recreation Director. A permit will be required from the Township if serving alcohol.

Solicitation

Door-to-door solicitation within the Village is not permitted. Members with outside commercial interests shall not solicit in person or by telephone. No solicitation shall be made in the name of, or refer to, Leisure Village West Association or Leisure Village West, without the express written permission of the Board.

Social Media

The Association of Leisure Village West does not use Social Media, does not monitor it, and Board Members do not post anything to Social Media in their capacity as Trustees. The Association maintains a website for communication and official information at www.LesiureVillageWest.com.

Resident I.D/Access Card-KeyFob

All members or their tenants receive their first access cards, more commonly known as a resident I.D, at no cost to the member.

A member may purchase an additional key fob at their own expense for convenient access to facilities. In order to maintain security and to reduce non-unit member's use of our facilities, access cards and fobs are limited to the number of registered residents, (1) card for each authorized occupant of a unit. Each occupant may purchase (1) key fob if desired. Only one ID card or key fob may be activated at one time.

All members assume responsibility for the safekeeping of their access card (or key fob) and its use. In an effort to minimize loss or misuse, members are strongly encouraged to keep their cards in a secure location. Replacements cards and fobs are available at the Association office for a charge; see the chargeable items lists available on Frontsteps.

Cards with this technology must not be bent or hole punched as it will permanently damage the card.

Card(s) and Fob(s) are expressly intended for the member it was issued to, and no member shall lend or otherwise share their access card(s) or fob(s) with anyone. See enforcement section. *Guests*

All guests in the village must be accompanied by a resident when using the recreational facilities. There are restrictions for guests under 16 years of age using the recreation facilities due to health, safety and insurance reasons. Guests cannot use the Fitness Center or Woodworking Shop. All residents are obligated to advise guests and visitors of the Rules & Regulations of Leisure Village West. Guests, visitors, vendors, and employees are subject to these same Rules & Regulations.

Clubs/Groups/Activities

Leisure Village West has numerous clubs and groups for a variety of interests, and all residents are encouraged and welcome to attend meetings. Clubs may restrict attendance for special functions. Information can be found on leisurevillagewest.com.

Proper attire, e.g., shirts, cover-ups and shoes, is required at all times on the premises.

All pictures, plaques, displays, notices, flyers, etc., require the approval of management prior to being posted on bulletin boards or placed on display tables throughout the facility.

All Recreational Facilities require access cards or fobs to gain entry

All access doors will function during the posted hours of operation. . Before and after posted building hours of operation your access cards and fobs will not activate the unlocking mechanism.

To maintain security and to reduce non-unit member's use of our facilities, members should not prop doors open and should avoid holding doors for other individuals without that member presenting their card or fob for access to the reader for verification purposes.

Guests:

Guests must be accompanied by a resident member at all times.

Facilities:

Willow Hall: Located near the Route 70 gate and is open from 6:00 am through 10:00 pm. The picturesque Willow Pond and Gazebo highlight this property which also boasts a Fitness Center, heated pool, volleyball and shuffleboard courts, putting green, outdoor barbeque areas and more. Vending for snacks, drinks and copying is available. Free Wi-Fi is also available. Restrooms are accessible year-round, 24 hours a day.

Fitness Center: 6:00 am through 9:50 pm daily (subject to change)

Leisure Fair: Located adjacent to the Professional Buildings and Willow Hall. Leisure Fair is open from 8:00 am through 10:00 pm. This recreation hall, though smaller in footprint than the other two buildings, is full of activities for your enjoyment. The large main room is great for meetings, games and parties for Clubs, Groups and the Association. There are a few smaller rooms for more intimate events and another large room where Ping-Pong and Table Shuffleboard prevail, but also is used for meetings and other events. Vending for snacks and drinks is available. Free Wi-Fi is also available.

Club Encore:

8:00 am through 10:00 pm daily

Centrally located on Buckingham Drive, this building has many of the amenities of Willow plus a few extra. Encore hosts the Media Room, and the Library, the Atrium which boasts the actual bar from the Queen Mary, Bocce, Tennis, Shuffleboard and Pickleball courts as well as a pool with hot tub. Vending is available in the Coffee Lounge for snacks and drinks. Free Wi-Fi is also available. Restrooms are accessible year-round, 24 hours a day. Patio with firepit from 10:00 am to 11:00 pm daily.

Recreation Rooms:

Recreation rooms and common areas are controlled by our Recreation Director. The following shall serve as a condensed reference for use of the facilities. All times and operations are subject to change, so please check all LVW media and other publications for updates.

Lobby Areas: Lobbies are commonly available to individual members for reading, watching TV and chatting with friends. Clubs or Groups may, upon approval from the Recreation Director, use a small area of the lobby for club promotions. Lobbies are not suitable for meetings of any kind and are therefore prohibited.

Auditorium, Halls and Queen Mary Room:
These areas are available for Clubs, Groups and for Association purposes. In addition, resident members may use the space for private parties. Reservations and fees may apply.

Multipurpose Rooms:
Generally, these rooms are used for Clubs, Groups and for Association purposes. Members may use for individual activities, if approved and scheduled by the Recreation Director. Often these rooms are used for games, i.e., cards, Mah-Jjong and such.

Woodshop: Willow Hall is host to the Woodshop. Resident members may use the facility after signing a waiver, in order to obtain controlled access. Residents must supply their own materials for their projects and clean up after each use.

Ping Pong Room: The second largest room in Leisure Fair is where you'll find the activity of Ping Pong and table shuffleboard. This multipurpose room is also home to the Ping Pong Club where you can join them in a volley or two, but the facility is also available for any members use for open play when not occupied.

Fitness Center: The Fitness Center, located in Willow Hall, is for residents only and NOT their guests. Resident members may use the facility after signing a waiver, in order to obtain a controlled access key. Fees may apply for lost access cards. The Fitness Center opens at 6:00 am for you early birds and closes at 9:50 pm.

Billiards Rooms: Billiards can be played at Club Encore. Guests above the age of 18 are welcome when accompanied by a resident adult.

Ceramics Room: Situated in Willow Hall, here's a place for you to join classes with fellow residents on Mondays and Wednesdays to make ceramics. In addition to ceramics, this room is often used by Clubs, Groups and the Association for meetings.

Stained Glass Room: Situated in Club Encore, classes with fellow residents are available twice a week. In addition to these classes this room is also used for small meetings.

Coffee Lounge: The Coffee Lounge is located in Club Encore. This room is open to all residents and may not be reserved.

Music Room: This Encore room is dominated by a beautiful Baby Grand Piano and is mostly used for practicing and rehearsing vocals and for the serious musicians.

Media Room: Located in Willow and Encore, these rooms have computers available for resident use. In addition, a kiosk is available to watch Association meetings and events, on-demand, which is especially useful for those without an internet connection at home.

Kitchens: Every recreation building has kitchen facilities for use by Clubs and Groups. These amenities are for events; as well as for private parties booked through the Recreation Department. Kitchen use is closely governed by the Recreation Director.

Greenhouse: Bordering Willow Pool is the majestic greenhouse, which operates October through April on Mondays, Wednesdays and Fridays. Hours are 9:30 am through 11:30 am. Residents may winter their plants here as long as they follow the Greenhouse guidelines. Space is limited so sign up early.

Private Parties: Resident Members are welcome to rent Auditoriums, multipurpose rooms or the Queen Mary room for private parties following the Rules for Private Parties and filling out the required form available at concierge desk. Fees and/or deposit are required. For more detail see the concierge in Willow or Encore for more information.

Libraries: Located in both Willow Hall and Club Encore and available for resident use.

Outdoor Recreation Common Areas and Activities:

Pools & Hot tub: Both Encore and Willow grounds accommodate very distinctive pool areas for your swimming and lounging pleasure. Willow pool is heated and offers a deeper end while Encore offers a larger shallower pool overall. Encore also has a large relaxing hot tub for your enjoyment. No one under the age of 16 is allowed in the Hot tub. Guests ages 4 to 14 are welcome to use the pools during children's hours. Guests 15 years and older are to be accompanied by a resident member are permitted for normal operating hours. Pool rules and hours are posted seasonally. Willow pool will remain open through the end of September for residents only. Pool Rules and times of operation are subject to change which are available in your resident portal and are posted at the pools. Swim at your own risk.

Boating: Willow Lake has several row boats for your enjoyment, available from April 15th through October 15th. Restrictions do apply so be sure to check and comply with the boating rules posted in the Gazebo. Guests under six years of age are not permitted. No personal watercraft is permitted.

Fishing: Catch and release fishing is available at the Willow Lake and the Buckingham Pond.

Golf Courses: We're fortunate to have two 9-hole executive, par 3 courses, in the Village. The "Willows" conveniently located across from Willow Hall and the "Pines" course is located off Huntington Drive. Both courses officially open 8:00 am, April through October, unless otherwise posted. Guests must be 15 years and older and all guests must be accompanied by a resident. General rules for play are posted in each Gazebo at the first tee.

Tennis: Tennis courts located near Club Encore pool are open for all residents and accompanying guests 15 years and older. One of the two courts is a multipurpose court which can be used for pickleball when not being used for tennis.

Pickleball: Two Pickleball courts are located adjacent to Club Encore near the overflow parking area, are typically occupied by the Picklers Group. Pickleball is open for all residents and accompanying guests 15 years and older.

Shuffleboard: Shuffleboard courts, located at both Willow Hall and Club Encore, are both open for all residents and accompanying guests 15 years and older. The Willow courts are occasionally occupied by the Shuffleboard Club but are typically open to all.

Bocce: Bocce courts, located behind Club Encore, are typically occupied by the Bocce Club. Plenty of time is available for those looking to dabble in the game. Bocce courts are for all residents and accompanying guests15 years and older.

Horseshoe Pits: The Horseshoe Pits are located near Willow Hall and are open for all residents and accompanying guests 15 years and older.

Volleyball: Volleyball is located on Willow Hall grounds and is open for all residents and accompanying guests 15 years and older.

Cornhole: Located seasonally at Willow Hall and Club Encore for the enjoyment of residents and their guests.

All Children must be supervised by an Adult at all times while playing outside. No sports activities, skateboarding, roller-blading, or general extracurricular activities are to take place in the Community.

Fines, Delinquencies and Violations

The Bylaws authorize the Board to administer and enforce all governing documents of Leisure Village West including the authority to levy fines. When fines or liens are assessed against a unit, the owner is responsible for payment. The fines below are subject to changes based on LVWA Bylaws and Statutory Law Limits.

Procedure for Handling Infractions

Residents may be contacted in one of three ways: by Telephone, by Traffic/Parking citation, or by letter. Residents may be issued a fine, and be required to correct the situation immediately.

Fines

Traffic / Parking violations

Illegally Parked vehicles are, without further warning, subject to

applicable fines and towing of the vehicle at the owner's expense.

- A fine of $50.00 will be assessed for the first violation.
- A fine of $100.00 will be assessed for the second violation within 1-year from the first violation.
- **ANY INFRACTION** subsequent to the second violation will result in an additional $250.00 fine and the vehicle being towed at the owner's expense and/or suspension of Resident's ID Access Cards and/or Transponders to the unit for up to 30 days.

Noise violations, etc.

- A fine of $50.00 will be assessed for the first violation
- $100.00 for the second violation within 1-year from the first violation.
- $500.00 for the third and any subsequent violations

Pets

- A fine of $50.00 will be assessed for the first violation
- $250.00 for the second violation within 1-year from the first violation.
- $500.00 for the third and any subsequent violations

Architectural, landscaping, or commercial vehicle parking, etc.

- $20.00 per day until the matter is resolved

Littering or Dumping

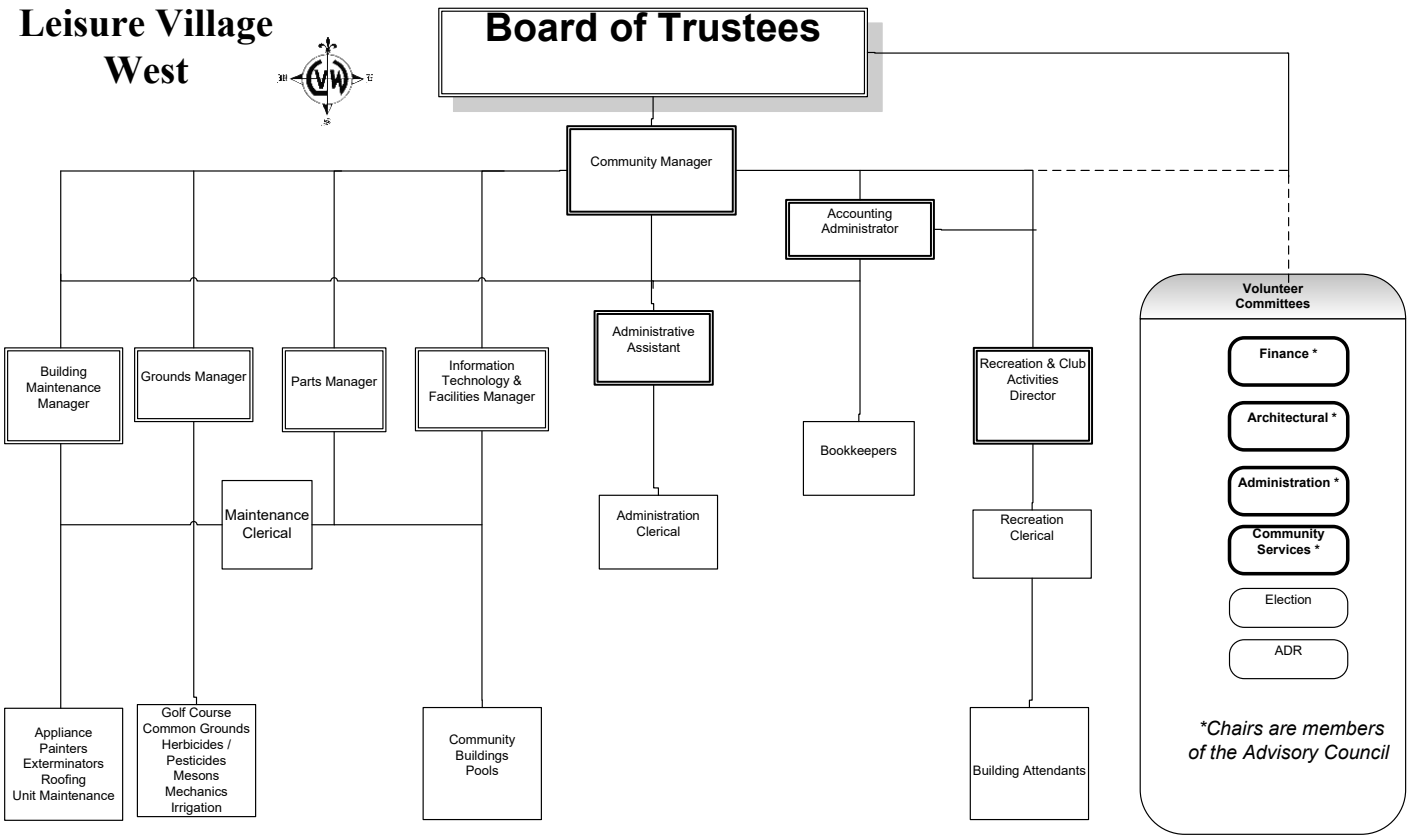
- A fine of $50.00 will be assessed for the first violation
- $150.00 for the second violation within 1-year from the first violation.
- $500.00 for the third and any subsequent violations

Unpaid Fines

Unpaid fines may result in a lien being filed against the owner's unit. Notice will be given to the owner if a lien is to be filed and all costs of such actions will be the owner's responsibility.

Membership rights will be suspended for residents of a unit who are not members in good standing as defined by the governing documents. These rights include access to the common facilities of the Association and use of the automatic gate access equipment (i.e., Transponders, Resident ID Access Cards and Fobs).

LVW Organization Chart



Approved: 2/16/2023

Procedure for Settling Disputes

Contact the Community Manager. If the Community Manager cannot resolve the dispute, contact the Association Office and ask for an ADR Hearing.

Alternative Dispute Resolution (ADR)

Alternative Dispute Resolution is a method of providing an unbiased third-party body to assist and help in the resolution of disputes, thereby avoiding costly legal alternatives to seemingly minor matters. The ADR Committee is made up of resident volunteers.

The New Jersey Condominium Act, N.J.S.A. 46:8b-14(k) requires the Association to provide a fair and efficient procedure for the resolution of disputes between unit owners and the Association, and between unit owners, and between clubs as an alternative to litigation.

The Board of Trustees has authority to exercise all power, duties and authority necessary for the proper conduct of the affairs of the Association.

From time to time, in a unit owner's dealings with Village volunteer committees, LVW Association, or LVW Management, the unit owner is dissatisfied with decision(s) ultimately rendered; the LVW Board of Trustees has established a procedure whereby a unit owner may appeal such decision(s) or disputes in an orderly manner to an Alternate Dispute Resolution Committee.

Effective upon adoption of this Policy Statement and the annexed ADR procedure, the existing alternate dispute resolution process in Leisure Village West shall be terminated. Any pending matters shall be processed pursuant to this Policy and the annexed ADR Procedure.

DISPUTES

1. An Alternative Dispute Resolution Committee is hereby established.

2. The Chair shall be a non-trustee resident selected by the Board of Trustees. The Chair shall have a two (2) year term of office and may be reappointed by the Board of Trustees. Any vacancy in the office shall be filled by appointment of the Board of Trustees.

3. The Chair shall recommend to the Board of Trustees, non-trustee residents to serve and/or be reappointed as Mediators for a two (2) year term.

4. The ADR process is informal and shall not be electronically recorded. A party may be represented by counsel. Any statements or testimony made by a party, witness or by Mediators shall not be evidentiary, for any purpose, in any subsequent legal proceeding.

5. Participation in the ADR process is entirely voluntary.

6. ADR Mediators may not provide legal advice.

7. There shall be no ADR held for the sole purpose of disclosing the name of the complainant in a particular instance and the name of the complainant shall not be released to any party and shall be held confidential.

8. There shall be no fee for the cost of an appeal under ADR.

APPEAL

Any dispute between a unit owner, and the Association, or between unit owners, or between clubs relating to acts or omissions which may violate the Articles of Incorporation, the Master Deed, the Bylaws or the Rules and Regulations of the Association (collectively called "the Governing Documents") or otherwise related to the use and ownership of a condominium unit in Leisure Village West, together with rights to utilize the common elements of Leisure Village West, may be submitted for a hearing to the ADR Committee, as provided in this Policy.

PROCEDURE

In the event disputes arise between or among unit owners of the Village, or between a unit owner and the Association, or a club, it is our desire that these disputes be settled in an orderly and on an amicable basis. To accomplish this goal:

The disputing parties will contact the Association in writing.

Within ten (10) days after receipt of the letter of appeal, from the complainant, the Community Manager will forward such request along with all applicable documentation to the Chair of ADR.

The Chair, will contact all parties to the dispute to establish a date and time for the Conference. All Conferences shall be scheduled during business hours, Monday through Friday, excluding holidays.

The Chair shall designate three (3) Mediators to conduct the appeal. An alternate, mediator may also be designated. (The alternate will serve in the event any of the regular designees cannot complete their assignment).

The appeal shall be conducted in a fair and orderly manner. The parties shall have the opportunity to present facts and argument(s) both orally and/or in writing, and may present and examine witnesses.

The Mediator(s) shall consider all the facts and arguments presented and will attempt to mediate an amendable solution agreeable by all parties involved. A simple agreement letter shall be prepared that all parties can sign, memorializing the solution. In the event that the parties are unable to reach a settlement, the mediators shall then impose a non-binding arbitration settlement, in writing, within ten (10) calendar days of the Conference. The chair will notify the parties, in writing, confirming the non-binding arbitration reached, a copy of which will also be forwarded to the Association.

Postponement of an ADR Conference:

If there is a need to postpone, all parties to the dispute will be promptly notified of the postponement.

The Complainant or other parties to the dispute may request a postponement of the conference if received in within 24 hours prior to the scheduled Conference to allow the Chair, ADR Committee, to reschedule the Conference.

If the request for postponement is received too late (i.e., within 24 hours prior to the scheduled Conference) In the event the appellant fails to appear at a scheduled ADR conference, and if and where possible, the conference will proceed. All documents, letters, arguments, written or oral, will be considered at this time.

There shall be no further administrative review from the mediation or non-binding arbitration of the ADR Committee.

When Association funds are involved, and in specific cases when deemed necessary, the Chair of the ADR Committee shall announce the recommendation or non-binding arbitration at a subsequent Board of Trustees meeting.

LEISURE VILLAGE WEST—HOUSE FINDER LIST

*From Gate #1 (Main Gate) at Route 70 to Gate #3 at Route 37, along Buckingham Drive, every intersection is numbered in order from #1 to #43. **Gate #2 at Colonial Drive** is on **Huntington Drive** which **is intersection 25**. To find all **other intersections** go to the **end of Huntington (to Buckingham**). To find 1 to 24 turn left, 26 to 43 turn right.

ANDOVER	
458 TO 462	Turn at 13 Turn at E
BOSWORTH	
600 to 617	Turn at 25 Turn at J Turn at 5
BUCKINGHAM	
7 to 25	Odd Only Turn at 4
22 to 32	Even Only Turn at 3
34 to 48	Even Only Turn at 5
50 to 58	Even Only Turn at 6
60 TO 74	Even Only Turn at 8
76 to 98	Even Only Turn at 10
99 to 104	Turn at 11
105 to 112	Turn at 12
114 to 126	Even Only Turn at 14
128 to 134	Turn at 17 Turn at A
136 to 142	Turn at 18
144 to 150	Turn at 20
476 to 479	Turn at 21
499 to 502	Turn at 23
668 to 679	Turn at 1
958 to 963	Turn at 27
984 to 985	Turn at 35 Keep left at H
986	Turn at 35 Turn at H (on right)
987 to 988	Turn at 35
989 to 997	Turn at 34
1003 to 1007	Turn at 32
1008 to 1010	Turn at 31
1011	Turn at 33
1012 to 1015	Turn at 31
1016 to 1017	Turn at 33
1018 to 1023	Turn at 36
1046 to 1048	Turn at 38, on left
1049 to 1050	Turn at 43 Past D on right
CAMBRIDGE	
1 to 57	Turn at 16
58 to 116	Turn at 22
CANTERBURY	
1036 to 1038	Turn at 42 Turn at Y on right
1039 to 1045	Turn at 42 Turn at Y Turn at 1
1067 to 1070	Turn at 42 Turn at Y
1083 to 1090	Turn at 42 Turn at Y Turn at 2
1091 to 1098	Turn at 42 Turn at Y Turn at 3
1141	Turn at 42 Turn at Y, on right
CHATHAM	
731 to 734	Turn at 26 Turn at A
735 to 738	Turn at 26 Go past A
CHELSEA	
463 to 475	Turn at 19
CHESHIRE	
513 to 520	Turn at 25 Turn at B Turn at 2
CHESTERFIELD	
439, 453 to 457	Turn at 13 Turn at F
COVENTRY	
487 to 489	Turn at 13 Turn at D
DARTMOOR	
440 to 442	Turn at 13 Turn at G
494 to 498	Turn at 13 Turn at G
DEVONSHIRE	
595 to 599	Turn at 25 Turn at G Turn at 11 Turn at A
609 to 612	Turn at 25 Turn at J Turn at 4

1051 to 1052	Turn at 38, at D
1053 to 1055	Turn at 38, on right
1056 to 1058	Turn at 39, on left
1059 to 1063	Turn at 43, Past C
1064	Turn at 39 on left at bend
1065 to 1066	Turn at 39

BUCKINGHAM

1071 to 1078	Turn at 42 Turn at Z
1079 to 1082	Turn at 40 or 37
1099	Turn at 42 Turn at Z on right
1105 to 1107	Turn at 41, on left
1108	Turn at 40
1109 to 1110	Turn at 41, on left
1142	Turn at 42, Turn at Z, on left

EDINBURGH

1 to 5	Turn at 13 Turn at B
6 to 11	Turn at 13 Turn at C
12 to 16	Turn at 13 Turn at H
17 to 21	Turn at 13 Turn at C
22 to 23	Turn at 13 Turn at I
24 to 30	Turn at 13 Turn at L
31 to 36	Turn at 13 Turn at I
37 to 42	Turn at 13 Turn at M
43 to 46	Turn at 13 Turn at K
47 to 54	Turn at 13 Turn at J
55 to 59	Turn at 13 Turn at K

FARRINGTON

666 to 668	Turn at 25 Turn at B Turn at 7 Turn D

FINCHLEY

630 to 632 and 638	Turn at 25 Turn at I

FRIAR

683 to 701	Turn at 25 Turn at C

GRAMERCY

1 to 37	Turn at 2

HEATHER

443 TO 452	Turn at 15

HUNTINGTON

633 to 637	Turn at 25 Turn at J Turn at 3
639 to 642	Turn at 25 Turn at J at 1

DUNSTABLE

647 to 654	Turn at 25 Turn at B Turn at 6

BURTONS

587 to 594	Turn at 25 Turn at G Turn at 10

BUXTON	NO HOUSES Turn on 13 and G

INGHAM

662 to 665	Turn at 25 Turn at B Turn at 7 Turn B

KEVIN

577 to 586	Turn at 25 Turn at G Turn at 9

LIVERPOOL

702 TO 706	Turn at 28 Turn at A
742 to 746	Turn at 28 Turn at B
747 to 751	Turn at 29 Turn at T
752 to 756	Turn at 28 Turn at C
757 to 761	Turn at 28 Turn at D
762 to 765	Turn at 28 Turn at D Turn at 1
766 to 775	Turn at 28 Turn at E
776 to 783	Turn at 28 Turn at F
815	Turn at 28 Turn at H Turn on left
816 to 821	Turn at 28 Turn at H Turn at 1
822 to 825	Turn at 28 Turn at H Turn at 2
826 to 827	Turn at 28 Turn at H on right
834 to 840	Turn at 28 Turn at I
863 to 865	Turn at 29 Turn at M on left
866 to 868	Turn at 29 Turn at J
869 to 871	Turn at 29 Turn at J Turn at 1
872 to 873	Turn at 29 Turn at M on right
881 to 886	Turn at 29 Turn at L
909 to 911	Turn at 29 Turn at Q on left
912 to 917	Turn at 29 Turn at N
918 to 920	Turn at 29 Turn at Q Turn at 1
921 to 923	Turn at 29 Turn at O Turn at 1
924 to 929	Turn at 29 Turn at P
930 to 932	Turn at 29 Turn at O Turn at 1
933 to 941	Turn at 29 Turn at R
942 to 947	Turn at 29 Turn at S Past 1
948 to 949	Turn at 29 Turn at S Turn at 1

521 to 524	Turn at 25 Turn at D
680 to 682	Turn at 25 Turn at F

MALVERN	
555 to 563	Turn at 25 Turn at E Turn at 2
MAYFAIR	
549 to 553	Turn at 25 Turn at E Turn at 1
564 to 569	Turn at 25 Turn at E Past 2
NEW CASTLE	
432 to 438	Turn at 13 Turn at A
490 to 493	Turn at 13 Turn at A
NORWICH	
542 to 548	Turn at 25 Turn at B Turn at 5
PULHAM	
648 to 653	Turn at 25 Turn at B Turn at 7 Turn at C
655 to 657	Turn at 25 Turn at B Turn at 7 Turn at E
658 to 661	Turn at 25 Turn at B Turn at 7 Turn at A
669 to 670	Turn at 25 Turn at B Turn at 7 Turn at F
SHEFFIELD	
525 to 527	Turn at 25 Turn at B Turn at 1
528 to 531	Turn at 25 Turn at B Turn at 3
570 to 576	Turn at 25 Turn at B Turn at 8
605 to 608	Turn at 25 Turn at G Turn at 12
SHERWOOD	
618 to 621	Turn at 25 Turn at J Turn at 2 then right
643 to 646	Turn at 25 Turn at J Turn at 2 then left
STAMFORD	
622 to 629	
STERLING	Turn at 25 Turn at H
1 to 13	Turn at 9 Turn at A
15 to 31	Turn at 9 Turn at E
32 to 37	Turn at 9 Turn at B
38 to 41	Turn at 9 Turn at D

950 to 951	Turn at 29 Turn at S on right

THORNBURY	
728 to 730	Turn at 30 Turn at C
964 to 970	Turn at 30 Turn at E
971 to 977	Turn at 30 Turn at G
978 to 983	Turn at 35 Right at H
998 to 1002	Turn at 30 Turn at D
1024 to 1026	Turn at 30 Turn at I
1027 to 1029	Turn at 30 Turn at K
1030 to 1031	Turn at 30 Turn at M on right
1032	Turn at 30 Past K on right
1033 to 1035	Turn at 30 Past J on left
1100	Turn at 42 on right
1101 to 1104	Turn at 43 on left
1111 to 1120	Turn at 30 Turn at M
1121 to 1124	Turn at 30 Past M on right
1125 to 1128	Turn at 42 Turn at U
1129 to 1134	Turn at 42 Turn at T
1135 to 1137	Turn at 42 Keep Right at R (on right)
1138 to 1139	Turn at 42 Turn at T on left past 1
1140	Turn at 42 Past Y on right
1143 to 1145	Turn at 42 Past AA on left
1146 to 1153	Turn at 42 Turn at AA
1154 to 1156	Turn at 42 Past Y on right
1157 to 1158	Turn at 42 Turn at V
1159 to 1162	Turn at 42 Turn at W
1163	Turn at 42 Turn at X
1164	Turn at 42 Turn at W
1165	Turn at 42 Turn at X
1166	Turn at 42 Turn at W
1167 to 1172	Turn at 42 Turn at X
1173 to 1180	Turn at 43 Turn at A
1181 to 1184	Turn at 43 Turn at B
1185 TO 1186	Turn at 43 Turn at B Turn at 1
1187 to 1191	Turn at 43 Turn at C
1192	Turn at 43 Turn at B Turn at 1 on left
1193	Turn at 43 Past B on right
1194 to 1195	Turn at 30 Turn at O
1196 to 1197	Turn at 30 Past O on right
1198 to 1199	Turn at 42 Turn at P on right

42 to 48	Turn at 9 Turn at F
STRATFORD	
887 to 898	Turn at 29 Turn at O Turn at 2
899 to 908	Turn at 29 Turn at O
WARWICK	
532 to 541	Turn at 25 Turn at B Turn at 4
WESTMINSTER	
795 to 798	Turn at 28 Turn at G Turn at 2
799 to 803	Turn at 28 Turn at G Turn at 3
810 to 814	Turn at 28 Turn at G Turn at 5
828 to 833	Turn at 28 Turn at G Turn at 1
WINCHESTER	
841 to 849	Turn at 29 Turn at K Turn at 1
850 to 862	Turn at 29 Turn at K Turn at 3
WINFIELD	
480 to 486	Turn at 24
WOOTON	
707 TO 710	Turn at 30 Turn at A Turn at 1
711 to 714	Turn at 30 Turn at A Turn at 3
715 to 718	Turn at 30 Turn at A Turn at 4
719 to 723	Turn at 30 Turn at A Turn at 5
724 to 727	Turn at 30 Turn at A Turn at 2
1200 to 1212	Turn at 42 Straight on R past 1
1213 to 1215	Turn at 42 Turn at P on left
1216 to 1221	Turn at 42 Turn at Q
1222 to 1224	Turn at 42 Straight on R on right
1225	Turn at 42 Past Q on right
1226	Turn at 42 Turn at S on left
1227	Turn at 42 Opposite Q on right
THORNBURY	
1228	Turn at 42 Turn at S on left
1229	Turn at 42 Right Corner at R
1230 to 1233	Turn at 42 Turn at S
1234 to 1239	Turn at 42 Turn at T
1240 to 1242	Turn at 42 Turn at U on left
1243 to 1246	Turn at 42 Past T on left
1247 to 1252	Turn at 42 Straight on R Turn at 1
TIFFANY	
503 to 512	Turn at 25 Turn at A
YORKSHIRE	
1 to 32	Turn at 7