

Dear Neighbor,

Welcome to **the Tempe Wick Condo Building!** This welcome letter will provide important information as you get settled in your new home. Please take a few moments to review the outlined rules and regulations of our building. We are looking forward to getting to know you in the coming months.

Gervin Management & Realty The Tempe Wick building is managed by Gervin Property Management. Contact them directly for information on submitting your monthly maintenance fees and enrolling in their online portal.

- (973) 335-5587
- gervinmgmt@optonline.net
- www.gervinmanagement.com

Update Your Directory Listing If you would like your name listed in the directory at the building entrance, please inform Gervin Property Management.

Register Your Vehicle All vehicles parked in the Tempe Wick Parking Lot must be registered with the Association or may be subject to towing. Each unit is permitted **ONE** car in the parking lot between 7 PM and 7 AM. Violators of this rule will be subject to a \$25 parking fine per occurrence. Continued violations may result in towing. To register your vehicle(s), please provide Gervin Property Management the following information:

- Vehicle Owner Name
- License Plate
- Make/Model
- Vehicle Owner Contact Number

Snow Removal All vehicles must be moved to accommodate the snow removal process. If it snows during the night more than 2 inches, you must remove your car from the parking lot **no later than 9 AM**. If it snows more than 2 inches during the day, cars must be removed as soon as possible (no later than that evening) to allow for snow removal. Any vehicle not moved to accommodate snow removal will be subject to fines and/or towing at the vehicle owner's expense.

1st Offense = \$100 Fine

Subsequent Offenses = \$100 Fine plus towing

Leaving Town? If you are leaving town for an extended period and plan to keep your vehicle in Tempe Wick's Parking Lot, please make accommodations to have your vehicle moved in your absence if needed. Gervin Management should be made aware of whom to contact to have your vehicle moved (for example, in the event of snow fall or required emergency maintenance repair).

Street Parking Permits Street parking permits can be obtained from the Clerk's Office at the Morristown Town Hall, located at 200 South Street. These permits allow you to park on Hill

Street and Franklin Place without any restriction. We highly recommend obtaining a permit to accommodate snow removal.

Noise Residents at Tempe Wick live in a peaceful way, respecting the rights of his/her neighbors to privacy and quiet. To maintain this quiet environment, we ask that you monitor the noise levels of you and your guests during the evening hours. *If excessive noise occurs after 10:00 pm, the local authorities may be alerted.*

Smoking The interior communal areas of our building are non-smoking (hallways, laundry room, stairwells, etc.). If you or your guests need to smoke, please do so outside the building and dispose of your cigarettes in the designated containers.

Laundry The laundry room contains coin operated washers/dryers. This equipment is provided only for the use of Tempe Wick residents. Hours of operation for the laundry facilities are 8:00 am to 10:00 pm. Use of the laundry facilities after the hours of 10:00 pm creates excessive noise for nearby residents and violates Tempe Wick policy.

Recycling The Tempe Wick building must comply with the recycling requirements of Morristown. Enclosed you will find a copy of all town rules. Please note, **corrugated cardboard must be flattened and tied in bundles**. Thank you in advance for keeping our common areas neat and tidy!

Miscellaneous

- Please note, grilling in our outdoor areas is prohibited.
- The Tempe Wick building does not allow dogs.

Maintenance Requests All maintenance requests must be submitted directly to Gervin Property Management

Thank you,
The Tempe Wick Condo Association