

Springfield Park Place Important Things to Know

- Springfield Park Place is a condominium community professionally managed by **FirstService Residential**. Your community manager is Kristine Chocallo and can be reached at (973)258-0040 or by email at info@springfieldparkplace.com.
- **Open office hours** are weekdays Monday- Thursday between the hours of 11 am and 1 pm. Office Closed Fridays, or by appointment only.
- **Association website** is www.springfieldparkplace.com.
- 24 Hour customer care telephone number is 800.870.0010. This is for after hour emergencies only.
- Unit owners must maintain **homeowner's insurance** and provide proof of same annually. New homeowners must provide copy of insurance within five days of purchasing the unit.
- **Garbage Pickup** is every Monday and Thursday.
- **Recycling Pickup** is every Wednesday. If there is a change in either date, Management will inform the community.
- **Bulk Pickup** is once a quarter, schedule to be emailed to all residents.
 - All trash must be set out on the scheduled day of collections before 6:00AM or after 6:00PM in the winter and 8:00PM in the summer the previous night.
 - Trash must be stored in secured plastic trash bags and trash receptacles with lids. All residents will be responsible for cleaning up any debris as a result of animal or wind damage. All receptacles must be stored in the garage by end of trash collection day.
 - Trash containers cannot be stored under decks, on patios or the exterior of the unit.
- **Pets** must be registered, and pertinent information updated accordingly on the SPP yearly census form.

- Each resident is limited to one dog and cat per unit.
 - The annual registration fee is \$25 per pet.
 - Registration is non-transferable to another animal.
 - Every dog within the Association must be licensed by the Township of Springfield and every dog must wear a collar at all times displaying a tag containing the dog's Springfield license information.
 - All pets must be on a leash, controlled by a person, when on Association property or any other area within the association outside the unit.
 - All feces must be removed and properly disposed immediately. Feces may not be disposed of in the Association's storm drain.
 - Pets must be walked in an area that is not part of the lawn adjacent to residential homes.
 - No dog may be on the property that habitually barks or cries.
 - Any damage caused to the common elements by any pet will be the responsibility of the unit owner of which the pet resides.
 - Pets must not be allowed to jump on, bite, or in any way harm or behave aggressively toward any person or pet. The Association may require muzzling of the pet or other means to ensure compliance. Any dog found by the Board to be dangerous shall be removed from the community immediately and permanently.
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- **Propane tanks** are prohibited from being stored within 5 feet of any unit. All charcoal grills must also be 5 feet from the exterior surface. Grills may not be bolted or screwed on deck railings. Propane tanks, gasoline containers, flammable liquids, firewood are prohibited from being stored in garages.
 - **Dryer vents** must be inspected and cleaned by an approved licensed inspector every two years. Management will notify all residents when vent maintenance service is due. Copy of the receipt is to be submitted to management. This is a NJ State Law and must be adhered to in conjunction with any fireplaces maintenance service as well.

- **House numbers** must be clearly visible and conform to standard size, color and location approved by the board members. Please call the management office if new numbers are needed.
- **Garage sales**, estate sales or similar activities are prohibited and may not be conducted within any garage or upon the exterior grounds of the condominium.
- **Landscaping** is maintained at the purview of the Board of Directors and budget dependent. Should any homeowner decide to plan on their own accord, they do so at their own risk and only with the approval of the By Design Landscaping and Board. The landscapers, By Design Landscaping, will be happy to assist with the purchase of plants or the planting.
1.732.901.5566
- **Firewood** may not be stacked or maintained inside any garage. All firewood must be stacked and maintained on patios or decks, in a ring or elevated firewood holder.
- **Exterior Modifications** to a unit, such as, deck repairs and painting, window and door replacement, garage door replacement, etc., must be approved by the Board of Directors. All modifications must be approved prior to insure uniformity and to avoid inferior products being used. Exterior Modification Applications as well as the specifications, requirements and vendor information are available by online at www.springfieldparkplace.com. Windows, front doors, sliding doors, garage doors, patios and decks are all the responsibility of the homeowner. Decks and patios must be power washed/cleaned every two years.
- **Retractable awnings** must be approved by the Board prior to installation by submitting a modification request form. Please see management.

- **Satellite Dishes** must be approved by the Board prior to installation by submitted a modification request form. Please see management.
- **Guest access protocol**, visitors scroll to locate residents name and push the call button. The phone number on file will ring, answer the phone and the press 9- the gate will open.
 - Using your “shortcut code” enter your three digit code and press the call button. Answer the phone and press 9- the gate will open.
 - If you are expecting guests, a temporary password can be established with the central station monitoring company via email parkplace@amcest.com. Visitors dial ‘000’ and press the call button and the virtual guard will answer. They will give the unit name and password. Once the password is confirmed the gate will be open.
- **Access to the front porch** or entry area of all units must not be obstructed. Name plates and other decorative items are not permitted to be affixed to the common elements. Doing so would void the siding warranty and the owner will be responsible for replacement and costs.
- **Alarms** and security systems must be registered with the Township of Springfield in the event of an emergency...
- **Exterminator** services are every Tuesday during the Spring and Summer season and once a month during the winter. Please call the management office for any pest issues and a work order will be placed.
- **UPASS tags** for the gates can be purchased from the Manager 11 AM – 1 PM weekdays. The cost is \$10.00 per tag. Please fill out a request form online at www.springfieldparkplace.com and submit with payment. Checks are made payable to Springfield Park Place. UPASS tags are only released to occupants of the units.

- **Sport or Recreational equipment** cannot be stored on the common property, in the courtyard, on patios or deck areas. All recreational equipment must be in stored in garages.
- **Skateboarding** is prohibited on Association property.
- **Tennis court** is open from 8 AM to dusk. A three-digit code is necessary to access the court. Please call the manager, 973-258-0040 for the the code.
- **The clubhouse** is for the exclusive use of the homeowners and their guests. It may only be rented by homeowners. A \$500 refundable security deposit is required. The cost is \$175.00 per rental. The room holds 50 people. Please call the Manager, 973-258-0040, to determine availability and reserve space. The renter must sign a Clubhouse Rental Agreement and submit a certificate of personal liability insurance.
- **Vegetable planting** and other edible plants is strictly prohibited.
- **Feral Cats** and any type of animal are not to be fed. Any resident found doing so will be fined.
- **Seasonal and holiday decorations** are permitted to be installed around the frame of the entrance ways, in shrub beds and on the interior of the windows, provided that installation is not permanent. No lights or other type of decorations are permitted on the lawn area. Decorations must be removed no later that two weeks after any given holiday.
- **Floor coverings** are not permitted on patios.
- **Signs** of any type are not permitted to be installed on the Community property. "For Sale" signs may be displayed on the interior of a window and "Open House" signs are permitted only on the day of the open house.
- If the **mailbox key** was not passed onto you by the previous owner, you may obtain a copy at the post office in Springfield.

- **Payments** can be made online at www.clickpay.com/firstservice.
- **Refinancing or resale** information can be found online at firstserviceresidential.com and FirstService Management will complete the form upon request. There is a fee.
- **Snow removal** process takes place in stages. Main roads are cleared first to allow emergency vehicles access to your units if necessary. Then the contractor clears the parking lots and finally the individual home driveways. Your driveways and walkways are the last to be cleared because it is primarily a manual operation using people and shovels.

You must follow these guidelines to ensure that the snow removal is completed efficiently and to avoid being towed at the owner's expense:

- Park your cars in your driveways and make sure they are off the main roads.
- Once the main roads are cleared, park the cars you have in the parking lots to the cleared areas.
- Make sure you have cleared your car of snow entirely before driving to the cleared areas.
- When the parking lots are cleared, move your cars from your driveways to the parking lots and/or cleared areas.

If these guidelines are followed by every resident, snow removal will be completed in the most efficient and **cost effective** manner possible. When these guidelines are not followed, our snow removal costs increase and may result in an assessment to all unit owners.

Pails of salt are left near the mailboxes for resident use if needed.

- **Towing** information contact Basking Ridge Towing, LLC., located at 79 Martin Luther King Avenue, Morristown, NJ, phone number 908-578-5905. Parking is prohibited in all no parking areas which are indicated with signage or by yellow or white marked curbs, and fire zones. All sidewalks

must be clear, and no parked cars shall extend beyond the curb. No parking is permitted directly in front or within 15 feet of any mailbox or fire hydrant. Any parking along the streets within the Association shall only be permitted if the car is facing the direction of travel on that side of the street. Parking along the main streets within the development shall occur only on the cluster side of the road and shall face the correct direction. No person may leave an unregistered, abandoned, commercial, recreational, or inoperable or illegally parked vehicle on the property.

- **Parking spaces** are to be filled in the following order: Garage, Driveway, then common area parking.
- To make sure that you always receive the most current information please share your e-mail address with the Manager by sending it via e-mail to info@springfieldparkplace.com.