



RESIDENT'S HANDBOOK



2019 - 2021

Leisure Village West Association



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 telephone 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 read the Leisure Village West News magazine for any possible revisions.

Very truly yours,

BOARD OF TRUSTEES

Revised: March 2019

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Emergency - First Aid, Police or Fire

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

If possible, then 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: | |
| Gatehouse #1 – Route 70 - open 24 hours | |
| Emergency and Security Only..... | 732-657-4334 |
| Gatehouse #3 – Route 37 - open 9:00 AM - 5:00 PM..... | 732-657-1658 |
| After 5:00 PM residents only | |
| 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 |
| Association Emergency Service | 732-657-8878 |
| Recreation Buildings – Open Daily: Willow Hall & Leisure Fair – 8:00 AM - 10:00 PM | |
| Club Encore – 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 Located in Willow Hall Mon-Wed-Fri 9:00 AM - 11:00 AM | 732-657-1818 |
| Helping Hands..... | 732-657-2842 |

Hospitals

| | |
|---|--------------|
| Community Medical Center, Toms River | 732-557-8000 |
| Monmouth Medical Center So. (formerly Kimball Medical Center), Lakewood | 732-363-1900 |
| Ocean 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 |
| 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 |
| Verizon TV Service | 800-501-1172 |
| Village West Salon..... | 732-657-2100 |
| Pinnacle Federal Credit Union | 800-742-5050 |
| Ridge Realty | 732-323-9007 |
| Leisure Village West News magazine | 732-657-0181 |

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 such as power outages. Text "alert" to 22300 to receive text messages. |
| Emergency Notification Committee (ENC) | Volunteer based - emergency door to door notification organization. |
| Leisure Village West News Magazine | Information regarding Leisure Village West activities for the month, delivered via U.S. Mail. |
| Channel 1970 | 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 1971 | Channel dedicated to club announcements. |
| Channel 1972 | Tune in to see your visitors entering from the Route 70 Gatehouse. |
| Channel 1973 | Notable rules, regulations and other pertinent information. |
| Channel 1974 | Coming soon. |
| Channel 1975 | KLVW programming. |
| Verizon | Provides Verizon's 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. |
| www.lvwcreeper.com | Club information, recorded trustee meetings, governing documents 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 . |
| Facebook | www.facebook.com/leisurevillagewest |

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 & 3rd Wednesdays of each month, unless notified otherwise. These are voting meetings where the Board conducts business in an open format. Committee reports are made on the 3rd Wednesday.

Audience Comments at Open Board Meetings

Meetings are open to all residents, and residents are encouraged to participate during the audience comments portion of the meeting. In general, audience questions should be addressed to the interests of all residents. For resolution of personal or maintenance issues, contact the Department Manager or the Manager of Resident Services and, if necessary, the Community Manager. If the Community Manager does not resolve the issue, contact the Association Office and ask for a Trustee consultation. Trustee consultation should only be invoked after following the procedure outlined above or in matters of confidential situations. For more information, see 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, typically Bylaws and/or Master Deed amendments.

Televised Meetings

Board of Trustee and membership meetings are broadcast live on closed circuit KLVW, Channel 1970. Rebroadcasts are scheduled several times during the week. Residents can also watch recorded meetings on their home computers at www.lwvcreeper.com/board-meetings-video/.

Village Overview

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

One stocked, six-acre, fresh water lake with a dock, gazebo
Row boats available for residents' use
Three fresh water ponds
Natural Preserve Area, including the Union branch of the Toms River
Three Recreation Centers - Willow Hall, Club Encore and Leisure Fair with:
Two auditoriums, pool tables, ping pong tables, small meeting rooms
Heated Swimming Pool at Willow Hall
Swimming Pool at Club Encore, including a Jacuzzi
Fitness Room
Two 9-hole par three pitch and putt golf courses
One practice putting green
One Community Vegetable Garden
14 Shuffleboard Courts with covered seating and lights for evening play
Two Tennis Courts with lights for evening play
Two Pickle Ball Courts
Six Bocce Courts with lights for evening play
Horseshoe Courts at Willow
Volleyball Court at Willow
One Greenhouse
One RV, Trailer and Boats-on-trailers parking area limited to 30 RV spaces, 5 Boats
Association Office
Equipment and Storage maintenance buildings
Professional Office Building: Bank/Salon/Pharmacy/Realty Office
Walkways and roadways (lighted from sunset to dawn)
Picnic and barbecue areas at Willow Hall and Club Encore
Closed Circuit TV Channel for disseminating Village news
Free WiFi Access in three Recreation Halls and at two Pools
Bus service for shopping, on a scheduled basis
Verizon's Fios Preferred HD TV service
Leisure Village West News magazine
Controlled access by a professional guard service:
Route 70 Gate staffed 24 hours daily
Route 37 Gate staffed 9:00 AM - 5:00 PM daily
Colonial Drive Gate, resident-only access 24 hours daily
Lapidary equipment
Dog Park
Ping Pong room
Coffee Lounge

Clubs, Groups, Activities and Services

CLUBS

Aquacizers Club
Arts & Crafts Club
Arts Appreciation Club
Billiards Club
Bingo Club
Bocce & Social Club
Bridge Club (Duplicate)
Caritas Guild
Columbiettes
Computer Club
Cooking Club
Dance Club
Farmers Club
Financial Information Club
First Aid Auxiliary Club
Fishing Club
Garden Club
Golf and Social Club
Hadassah Club
Irish American Club
Italian American Social Club
Knights of Columbus
Model Railroad Club
Nature Club
ORT
Pet Club
Pine Tree Needlers Club
Ping Pong Club
Recycling Club
Rummy "Q" Club
RV Camping & Social Club
Service Club
Shuffleboard Club
Softball Club
Table Shuffleboard Club
Tennis & Social Club
Veterans of LVW Club
West Village Players Club
West Village Travelers Club
Westernaires
Yiddish Club

GROUPS

Baby Boomers
Because It's Thursday
Bereavement Support Group
Breast Cancer Support Group
Book Discussion Group
Chess Group
Current Events
Earthlings
Film Discussion Group
Genealogy Group
Just for Laughs
LGBTQ and Friends
Minyonettes Group
Nightingales
Picklers Group
Photography Group
Sociables
Stained Glass Group
Writer's Group
Yoga 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
Media Rooms
Monthly Movie
Pickleball
Qigong
Recreational Dances
Showtime
Shuffleboard
Social Dance Class
Tennis
Volleyball
Woodshop
Yoga Classes

SERVICES

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

Control Gate Entry System

The following three gates provide access to Leisure Village West:

- Gate 1 Route 70 and Buckingham Drive is staffed 24 hours a day, 7 days a week
- Gate 2 Colonial Drive and Huntington Drive is not staffed and provides Resident-only entrance into Leisure Village West
- Gate 3 Route 37 and Buckingham Drive is staffed from 9:00 AM to 5:00 PM, 7 days a week

Control entry devices will be provided to the residents on the following basis:

- 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 is 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 wooden 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 Gate 1 at 732-657-4334 and/or Gate 3 at 732-657-1658. If advance notification has not been given, the resident will be telephoned when a visitor arrives at the gate.

Completion of a Visitor Authorized Access Form will enable your frequent visitors to be admitted without the necessity of a telephone call to or from the gate. This form is available at the Association Office.

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 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 should block another unit's access. Residents should be mindful not to block neighboring unit's access.
- Drivers must adhere to the 25 MPH speed limit.
- Vehicles in a non-operative condition may not be parked on any LVW road or unit driveway.
- Vehicles which have been modified to produce excessive noise are not permitted.
- Vehicle repairs or washing are not permitted on a resident's driveway or anywhere else within LVW other than minor repairs such as flat tire, dead battery, etc.
- 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 Statutes 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.

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 Violations on page 5.

Special Parking

Spaces marked SP (Special Parking) are provided for the use of service vehicles and visitors. SP spaces are not for parking of resident's 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.

No Overnight Parking is permitted 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.

Paid Parking

Paid Parking is available in the unpaved gravel area at the rear of the Overflow Lot. Spaces P1 – P20 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

Snow Parking

When snow has been forecast, all cars must be removed from streets and driveways 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.

OTHER VEHICLE TYPES

Bicycles

Bicycle traffic is governed by traffic regulations similar to those of Motor Vehicles. Bicycles must be ridden in the direction of traffic and close to the curb. Riding is not permitted on sidewalks. Children on bicycles must be accompanied by an adult.

Handicap Motorized Vehicles

The operation of motorized wheelchairs or scooters in LVW by disabled individuals is governed by traffic regulations similar to those for motor vehicles.

Recreational Vehicles and Boats

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.

PERMITS

For visitors requiring overnight and/or 72-hour parking in spaces marked SP, permit will be issued by the Gate Guard.

Residents may obtain a permit at the Association Office for visitors parking an RV in the Overflow Lot.

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.

VIOLATIONS OF THIS VEHICLE USE & VEHICLE PARKING POLICY

A warning notice (ticket and/or letter) for the first violation.

A fine of \$50.00 will be assessed for the second violation within 1-year from the first violation.

ANY INFRACTION subsequent to the second violation will result in the vehicle being towed at the resident's expense.

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
- Addition 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 fiscal year.

Should a guest remain in your unit for more than 30 days, and is a permissible occupant, the resident/owner must report the guest to the Association Accounting 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.**

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 Wednesday prior to their open house.
- Registration must include: unit and realtor's cell 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.*

Moving Out of the Village

When moving out of the Village, leave your governing documents for the new owner.

Pets

1. A maximum of two house pets may be kept and maintained in a unit, provided such pets are not kept or maintained for commercial purposes.
2. 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.
3. 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.
4. No animal may be leashed to any stationary object on the common areas. No animal is permitted in or on any community facilities or recreation areas.
5. Pet owners are responsible for any property damage, odors, injury, disturbances or intimidation caused by their pets.
6. Pets must be walked in the streets (at the curb) and in such open or wooded areas not used for recreational purpose or parking facilities or in common areas.
7. No pet 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.
8. Visitors with pets shall conform to all rules and regulations concerning pets.
9. Feeding of water fowl is absolutely forbidden per Manchester Township ordinance. Feeding of other wildlife is strongly discouraged.
10. Animals must be registered at the Manchester Township office according to municipal and state laws - registration will require a certificate of a rabies prevention injection.
11. All cats and dogs must wear the I.D. tag and be registered at the Association office.
12. 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.

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 one-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 badges, 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 badges, 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

- Each unit must contain all major appliances in working order.
- The owner is responsible for maintaining the 5-foot area.
- Draperies, blinds or curtains must be installed on windows.

Insurance

If you own a unit but rent it to others, special insurance arrangements should be made to fit your individual needs. The tenant should be advised to purchase HO-4 Tenant Coverage.

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 (ACH – no fee, Credit Card Payments – fee applies)

Online Payment:

Pay your maintenance fees electronically on a monthly basis via your online Tops[One] Owner Access Portal. These payments can be one-time payments or set up as recurring payments.

Automatic Payment available at Association Office:

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

By Coupon:

Make your check or money order payable to Leisure Village West Association and deposit your envelope with check and coupon enclosed in the mailbox provided in the Association Office parking lot, or when away, mail check and coupon to:

LEISURE VILLAGE WEST ASSOCIATION
959 Buckingham Drive
Manchester, NJ 08759

Advance Payment:

Unit owners who wish to pay their annual maintenance fees by check, money order or ACH for the new fiscal year in advance on or before October 10th will receive a 2% refund after payment is received and check clears our bank. *Important Note: There will be no 2% refund on any credit card payments.*

Important Unit Ownership Documents

YOUR UNIT

Following are the 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

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.

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

General and Useful Information

| | |
|-------------------------|--|
| <i>Air Conditioner</i> | 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. |
| <i>Dishwasher</i> | Use Automatic dishwasher detergent only. Water in well on bottom of unit at rear is supposed to be there to operate efficiently. |
| <i>Stove</i> | 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. |
| <i>Garbage Disposal</i> | 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. |
| <i>Milk Delivery</i> | Home delivery is available from Bey Lea, 215 Oak Avenue in Toms River, 732-349-7051. |
| <i>Newspapers</i> | 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 Alarm 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 5 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 5 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 are prohibited.

Fire Pits *Not allowed (e.g., 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 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.

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 snow storm.

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 Maintenance Service

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.

A limited number of appointments are available for weeknights until 10:00 PM and weekends from 8:00 AM to 4:00 PM.

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, ask to speak to the Resident Service Manager.

If the item remains unresolved, contact the Community Manager at 732-657-9595.

If the Community Manager does not resolve the issue, contact the Association Office and ask for a Trustee consultation. Trustee consultation should only be invoked after following the procedure outlined above or in matters of confidential situations.

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 plumbing 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.

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: 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.

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

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 - Defective Only | 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:

Broken glass replacement, excluding storm windows
Latches
Springs

Glass Condensation Guidelines: Windows must show visible water droplets between the sealed panes to be considered for replacement. Unit owners may have window glass replaced at their own expense.

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.

Attic Stairs: Replaced or repaired as installed by developer.

Gutters: Repairs and cleaning.

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

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.

The Association will maintain a restoration program 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.

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:

| | | |
|---|-----------------------|----------------------------------|
| A/C filters | Fluorescent 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 | | |

See lvwcreeper.com for a complete list with the latest service charges.

Permits

Work done in and around your unit may require a permit from either the Township of Manchester or Leisure Village West Association or both. Please check with the Association Office before starting any projects.

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 may, at the owner's request, obtain the required permit and arrange for the subsequent inspection. There is a fee for a Township Permit.

Township Permit required for:

- Any electrical work (which must be done by a licensed electrician)
- Any structural change 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

Leisure Village West Association Permit

Leisure Village West permits are required for many changes a unit owner wishes to make. There is no charge for these permits which may be obtained at the Association Office.

Tenants or lessees will need written permission from the owner for all modifications.

Permit required for:

- Installation of a satellite dish, limited to common area only (installation not permitted on units).
- Any modification or alteration inside or outside the unit, e.g., doors, windows, electrical, plumbing, etc.
- Cleaning and trimming in your 5-foot area if using a contractor.

Please contact 811 or 1-800-272-1000 before you dig for removal, replacement or new planting of shrubs. There may be electrical lines, water lines, drain lines, gas lines or cable lines underground.

Common and Limited Common Area

Outside Your Unit

THE 5-FOOT AREA IS THE ORIGINAL SPACE ABUTTING THE UNIT, ALLOCATED BY THE BUILDER AND ARCHITECT AS A PERMANENT LANDSCAPED AREA.

The 5-foot area surrounding the outside walls of a unit is to be maintained primarily as the unit owner's planting area. Responsibility for edging, trimming, watering and otherwise maintaining the area shall be that of the owner. This area is commonly referred to as "the 5-foot area."

Because there may be underground utility lines within this 5-foot area, it is imperative that you call for an underground mark out before doing any digging in this area. Dial 811 or 1-800-272-1000 for this free service.

To prevent water and termite damage, residents must maintain the bedding area of at least 2 to 4 inches below and away from the siding.

Inspections of the 5-foot area are conducted on an annual basis by the Association. Units not meeting the above standards may be brought into compliance by the Association at the homeowner's expense.



Landscaping in the 5-foot area by the Residents

"Call Before You Dig Information"

GENERAL RULES

1. Residents must maintain the 5-foot area **predominantly** as a **planting area** and MUST have foundation plantings.
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. **NO TREES** may be planted in the 5-foot area.
3. The center of all bushes and shrubs must be at least thirty (30) inches from the unit foundation and all branches, etc., including ground cover, i.e. mulch, gravel, etc. must be kept maintained and/or trimmed to at least twelve (12) inches from the unit siding to minimize damage to siding.
4. 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.
5. 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.
6. In order to prevent damage from rot, insect damage and/or mold, the entire 5-foot area must be kept **2- 4 inches below** the bottom of any siding material, when possible. This includes the top of any groundcover, mulch, blocks, bricks, 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.

7. The restrictions in the previous paragraph must apply where there is brick, stone, or any other masonry veneer. The lowest portion of any concealed framing behind the veneer must be determined by measurement.
8. Water shutoffs and sewer cleanouts must remain visible for emergency access.
9. No furniture or structures are permitted in the five foot area.

10. **APPROVED EVERGREENS, SHRUBS**

A. Low-Growing Evergreen Conifer:

| | | | | |
|------------|------|--------|-------|---------|
| Arborvitae | Pine | Spruce | Cedar | Juniper |
| Yew | | | | |

(Species should be selected that have adjectives in the botanical names such as Compacta, Compressa, Minima, Nana, Pygmala, Prostrada, or Pendular)

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 | | | |

11. **PROHIBITED PLANTING**

Ivy, vines and fruit bearing trees

Holiday Decorations

Residents are reminded to limit the display to one month prior to the holiday and should be removed within two weeks following the event. It is requested that for the safety of the Village, decorations not be placed on common areas. No decoration shall be permanently installed. Decorations shall not be fastened, in any way, using screws, nails, rivets, glue or any similar fastening devices to the unit. Decorations should be esthetically pleasing and residents are reminded to be considerate and sensitive to items that may be offensive to your neighbors. To prevent possible heat damage, incandescent lighting may not be used on or along fences. LED lighting is permissible and may be arranged along fences and / or held in place using non-destructive hooks, such as or similar to Command™ Brand mounting systems. Decorations must be light in weight, as not to warp or deform the vinyl fence.

Garden Lights

Garden lights, either low voltage or non-wired solar charged, are permitted to be installed within the 5-foot area only, not along walkways or common areas where it can impede lawn maintenance.

Flower Pots and Baskets

Plants (living or artificial) in hanging pots or baskets may be attached to the wood trim of the unit using rust resistant screws and brackets. Plants may also be hung from shepherd's hooks placed within the 5-foot area and planters may not be placed on or attached to the patio fence.

Planters must not be placed on steps or walkways as they present a safety hazard and are a violation.

Garden containers must be removed out of season and stored in the resident's garage or fenced patio.

Storage of Firewood

Firewood must not be stored in the garage but on proper racks on patios or porches with a minimum clearance of 4 inches above the ground or slab and 8 inches away from unit walls to prevent termite damage.

Fences and Gates

No fences, other than those provided by the Association, shall be permitted on Common or Limited Common areas. Gates are only allowed with a permit from the Association. Attachments may not be nailed or screwed to the vinyl fence. 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.

Trellis

Limited to the 5-foot area. Cannot be more than 6 feet tall and may not be attached to the unit.

Birdbaths

Birdbaths without a working fountain are prohibited.

Flags and Banners

Two (2) flag pole brackets may be attached to the wood trim of each unit for displaying the flag of the United States or a decorative seasonal banner, and any other permissible banner is allowed to be displayed for 24 hours. (In the ground flagpoles are only permitted with a permit from the Association).

Windssocks are prohibited.

Drones

The personal use of drones is prohibited by the Association.

Outdoor Furniture

Outdoor furniture should be placed on a unit's patio, not in either the 5-foot area or on the grass.

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.

Garden debris should be placed in convenient piles or plastic 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 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 www.lvwcreeper.com, on the Village Creeper Channel 1970 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.

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

Newspapers tied securely in 6-inch bundles can be left in the container at the front of the Encore Overflow Lot. Magazines and junk mail are also accepted. Those who are physically challenged may contact a Recycling Club member to arrange for pick up. Disposing of your newsprint in this manner not only saves Leisure Village West garbage dumping fees but also generates additional income.

Manchester Township Recycling collects commingled recyclable materials in a reusable container. This includes plastic materials with the recycling 1 or 2 symbol on the bottom of the container, bottles (empty without caps), aluminum and steel cans, mixed paper and corrugated cardboard. 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 www.lvwcreeper.com and on the Village Creeper Channel 1970. Plastic bags are prohibited.

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.

Following are the services performed by the Leisure Village West Grounds Department:

- Grass Cutting
- Edging (once yearly minimum)
- Reseeding (seasonal as required)
- 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 imminent danger will be removed
- Unit power washing, siding trim, fence & walkway (once yearly)

Residents should call Maintenance for the following:

- Sidewalks that pose a tripping hazard
- Repair of garbage containers
- Weed control and/or reseeding—only if **retreatment is required**

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
- Maintaining the natural areas except for litter - not leaves or branches

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

Snow Clearing Procedure

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 used; 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 1970 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)
- Garage side walkways
- After the completion of all of the above and as time permits, main sidewalks and front 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.

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 snowstorms.

- 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 SNOWSTORM alert is announced, be sure to have all your medications and other medical devices on hand.
- Heat/Air conditioning and shelter are offered at Willow Hall.

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.

Political Signage

Unit owners may post political signage for National, New Jersey State and Local governmental elections within the confines of their unit, in the following locations for the time period defined.

- Quantity: 2 signs per unit
- Placement: Interior window
- 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.

Outside Clothes Lines

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

Attachments to Siding

Nothing shall be permanently attached to the siding of any unit so as not to interfere with the siding maintenance and repair.

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 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. 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.

Resident I.D./Access Card

Resident I.D./Access cards are to be used in the community when using and accessing the recreational facilities. This card is non-transferrable. It is also valuable in identifying a resident if an accident or sudden illness occurs. Lost or damaged cards can be replaced for a \$10.00 charge. If the lost card is found, there will be no refund.

Residents using the Fitness Room or Woodshop must swipe their specially issued cards to gain entry to the room.

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 Room 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

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.

General Description and Use of Recreation Buildings and Facilities

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.

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 8:00 am through 10:00 pm. The picturesque Willow Pond and Gazebo highlight this property which also boasts a 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.

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,

8:00 am through 11:00 pm on Tuesdays.

Fitness Center: 6:00 am through 10:00 pm Weekdays

7:00 am through 10:00 pm Weekends and Holidays

Centrally located on Buckingham Drive, this Art Deco inspired building has many of the amenities of Willow plus a few extra. Encore hosts the Fitness Center, 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.

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 Atrium:** 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, Mahjong and such.
- Woodshop:** Willow Hall is host to the Woodshop. Resident members may use the facility after viewing the required video presentation and signing a waiver, in order to obtain a controlled access key from the Association office. Residents must supply their own materials for their projects and clean up after each use. Contact the Recreation Office for certification classes and scheduling.
- Ping Pong Room:** The second largest room in Leisure Fair is where you'll find the activity of Ping Pong. 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 Club Encore, is for resident members only and NOT their guests. Resident members may use the facility after obtaining an access card from the Association Office. Fees may apply for lost access cards. The Fitness Center opens at 6:00 am for you early birds and closes at 10:00 pm.
- Billiards Rooms:** Billiards can be played at both Willow and at 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.
- Coffee Lounge:** The Coffee Lounge is located in Club Encore. This room is open to all residents. Organized meetings of any kind or size are prohibited.

- 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.
- Computer Room:** Located in Club Encore is this room is dedicated for hands-on training provided by the Computer Club.
- 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 Atrium for private parties following the Rules for Private Parties and filling out the required form. Fees are required. For more detail see the concierge in Willow or Encore for more information.

Outdoor Recreation Common Areas and Activities:

- Pools & Spas:** 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. Guests above the age of 4 to 13 are welcome to use the pool during children's hours. Guests accompanied by a resident member above the age of 14 are permitted for normal operating hours accompanied by a resident member. Pool rules and hours are posted seasonally. Willow pool will remain open through the end of September for residents only. See Pool Rules for times of operation.
- 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.
- 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 at least 16 years of age 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 the Club Encore pool are open, subject to court reservations which are typically posted the day before on the tennis billboard located adjacent to the courts. Courts are open for all residents and accompanying guests over the age of 14.
- Pickleball:** Two Pickleball courts are located adjacent to Club Encore near the overflow parking area. Pickleball is open for all residents and accompanying guests over the age of 14.
- Shuffleboard:** Shuffleboard courts, located at both Willow Hall and Club Encore, are both open for all residents and accompanying guests over the age of 14. 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 guests over the age of 14.
- Horseshoe Pits:** The Horseshoe Pits are located near Willow Hall and are open for all residents and accompanying guests over the age of 14.
- Volleyball:** Volleyball is located on Willow Hall grounds and is open for all residents and accompanying guests over the age of 14.

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.

Procedure for Handling Infractions

Residents may be contacted in one of three ways: by Telephone, by Traffic or Parking citation, or by letter. Whatever method is used, the resident is requested to take immediate steps to correct the situation in order to avoid a formal inquiry and possible penalties.

Fines

Traffic violations

- A warning notice (ticket and/or letter) for the first violation.
- A fine of \$50.00 will be assessed for the second violation within 1-year from the first violation.
- **ANY INFRACTION** subsequent to the second violation will result in the vehicle being towed at the owner's expense

Unrestrained pets, noise violations, littering, etc.

- Warning notification for the first violation
- \$25.00 for the second violation
- \$50.00 for the third and any subsequent violations

Architectural, landscaping, or commercial vehicle parking, etc.

- \$10.00 per day until the matter is resolved

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).

Procedure for Settling Disputes

Contact the Community Manager.

If the Community Manager cannot resolve the dispute, contact the Association Office and ask for a Trustee consultation or 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)

DUNSTABLE

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
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
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

BURTONS

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

BUXTON NO HOUSES Turn on 13 and G

CAMBRIDGE

1 to 57 Turn at 16
58 to 116 Turn at 22

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
633 to 637 Turn at 25 Turn at J Turn at 3
639 to 642 Turn at 25 Turn at J at 1
647 to 654 Turn at 25 Turn at B Turn at 6

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

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

INGHAM

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

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

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
 950 to 951 Turn at 29 Turn at S on right

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 Turn at 25 Turn at H

STERLING

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
 42 to 48 Turn at 9 Turn at F

KEVIN

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

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
 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
 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

WARWICK

532 to 541 Turn at 25 Turn at B Turn at 4

STRATFORD

887 to 898

Turn at 29 Turn at O Turn at 2

899 to 908

Turn at 29 Turn at O

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

804 to 809

Turn at 28 Turn at G Turn at 4

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

YORKSHIRE

1 to 32

Turn at 7