# 2024 Year End and Winter Reminders

*\*Management must have every home owner & tenant e-mail, & telephone number for timely*

*notice of important Nassau Square Condominium Association information throughout the year\**

PLEASE REVIEW:

1. [**Winterization Alert**](#_Winterization_Alert) regarding drainage of water from outside water spigots
2. [**Maintenance**](#_Maintenance)
3. [**Reminders**](#_Reminders)
4. [**Trash and Recycling**](#_Trash_and_Recycling)
5. [**Snow Removal**](#_Snow_Removal_Procedures) procedures and responsibilities

Your Volunteer Board and Management Company thank all home owners and residents for their cooperation in maintaining the Community, and ensuring Maintenance dues are timely paid. Your cooperation results in a desirable appearance, pleasant place to live, and a fiscally sound Community attracting buyers and renters, as well as, increasing our property values.

***Wishing all a Safe, Healthy, Happy Holiday Season and New Year 2025!***

***The Volunteer Board of Trustees of the Condominium Association***

***for Nassau Square, Inc.***

Nassau Square Board meetings are held in the Pool Clubhouse and via Zoom

on the 4th Tuesday of every other month: January, March, May, July, September, & November;

the Annual Meeting and Election is held on the 4th Tuesday of September,

**Website:** [**www.nassausquare.org**](about:blank) **- Email: nassausquare@gmail.com**

# Winterization Alert

All Residents with outside spigots should take precautions to drain the water lines prior to the winter season to prevent freezing. Failure to drain the water lines may result in broken water lines within the wall of your unit. Damage resulting from failure to drain outside water spigots may not be covered by homeowner insurance.

Procedure for draining the water lines:

1} Locate the shut off valve for the spigot under the vanity in one of the bathrooms, in the closet or room where your heating unit is housed. The shut off will be on the cold water line.

2} Turn the shut off valve clockwise to the off position.

3} Remove any hose that may be fastened to the spigot.

4} Open the outdoor faucet and let the water drain out. The water should stop after about 10 seconds. If not, you have not located the correct shut off valve inside your home.

The outside spigot should be left open during the winter. If you should need to use the spigot during the winter, be sure to drain the line again once you are through using the water.

# Maintenance

**Clothes dryer vents** should be cleaned on an annual basis as a precautionary measure to prevent a fire. This may be done by a chimney cleaner.

**Chimneys** and **fireplaces** are required to be inspected, and cleaned if needed, every two years; frequent use should be done on an annual basis.

**Pilot lights** on the furnace, hot water heater and dryer, if not electronically ignited, should be adjusted so that the flame burns blue rather than yellow. PSE&G can provide this service.

**Furnace filters** must be changed on a monthly basis, or according to manufacturer instructions.

**Smoke Detectors** and **Carbon Monoxide Detectors** should be annually tested, batteries changed and **Fire Extinguishers** annuallycharged.

The **Heat** in your home should be set no lower than 60 degrees if you are away, with closet or vanity doors (behind which water pipes run) left open to allow the heat to reach the pipes.

**Water supply hoses** to washing machines and dishwashers should be annually checked for wear and replaced as necessary.

A **Water heater** over ten (10) years old should be considered for replacement.

All household members must know where the **Main Water shut off** and the **Main Electrical shut off** are located in case of an emergency.

# Reminders

The **individual portion of the Water and Sewer lines** that extend from the underground main lines, under the front lawn and concrete slab into your unit, are the home owner’s responsibility. *Homeowners: personally research & determine your own insurance policy needs.*

**Fire Pits** are not allowed on Nassau Square property as per Fire Code regulations.

**Parking**: NS policy allows for **ONE** assigned, numbered parking spot for each home. All unnumbered parking spots may be utilized on a first come first served basis and are not assigned to any individual or residence. We encourage everyone to be courteous and consider their neighbors when parking in unnumbered parking spaces. All vehicles must park in lined spaces. All vehicles must be in working order, properly registered and inspected.

No vehicle may be parked on the premises unless it is regularly used. Regular use is defined as use for off-premises travel at least once per week. Vehicles may not be moved from spot to spot without first being driven off the premises. If you will be away for more than one week, e-mail [nassausquare@gmail.com](about:blank) with the information including who will have your vehicle keys.

If you will not be home when snow is predicted, please make sure to give your vehicle key/s to a neighbor to move your vehicle/s when the snow plow comes. Each and every vehicle MUST be moved to completely clear the Court parking lots of snow.

No commercial vehicles are permitted to park on Nassau Square property.

### Pets/s’ waste must be immediately picked up and appropriately disposed INTO a dumpster. Adhere to Amended Pet Policy No. 2, Pets are not to be curbed on the grass in front of units and must be leashed at all times. As per South Brunswick Township rules all dogs and cats must be licensed and vaccinated.

**Holiday Parties**’ noise (as well as throughout the rest of the year) should be kept to a minimum as our homes and backyard areas/patios/decks are close together and sound travels. Parties should not “spill out” into the neighboring limited common elements (backyard areas) or the common grounds around each home. Park guest cars in the Pool Clubhouse parking lot.

Outside **Holiday Lights** are to removed 30 days after the holiday.

All homeowners and residents of Nassau Square are members of our **Keeping Everything Nice** committee. “See Something – Say Something” by e-mailing [nassausquare@gmail.com](about:blank).

The Good Neighbor Pledge: *“I pledge to be the "good neighbor." With the goal of becoming a more connected and caring community, I will be a person who lives with kindness and concern for my neighbors. I’ll take the first step by connecting with neighbors and introduce myself. I will practice the "good neighbor mindset" to make connections, invitations, stay aware, and be available to my neighbors. Good Neighbors Make Great Neighborhoods.”*

# Trash and Recycling

All Trash at All times is to be put IN the dumpsters! NO Trash is to be left outside dumpsters. This includes dog waste baggies. Do NOT leave ANY Trash outside the dumpsters!

Trash pickup is on Monday and Thursday mornings, altered for a holiday.

Bulk Trash pickup is on Thursday mornings. Bulk pickup is for large household items, which should be put inside the dumpster enclosure on Wednesdays, ensuring leaving enough room for regular Trash disposal & dumpster pick-up.

Household renovation bulk is to be disposed of offsite by the contractor or homeowner; this includes appliances, cabinets, fixtures and furniture, etc.

Recycling pickup is on Monday and Thursday mornings, altered for a holiday.

Recycling is via the innovator dumpster opposite the Pool/Clubhouse parking lot.

All Recycling at All times is to be put IN the innovator dumpster! No Recycling is to be left outside the innovator dumpster. Do NOT leave ANY Recycling outside the innovator dumpster!

Recycling includes paper (not shredded as that is considered regular trash), washed plastics with a 1 or a 2 in the triangle, washed cans and glass bottles, etc.

All Cardboard boxes must be flattened before putting in innovator dumpster.

\* Styrofoam is NOT recyclable, Plastic bags also NOT recyclable; Please do NOT put your recyclables in plastic bags and then into the innovator.

PLEASE see the South Brunswick Trash and Recycling brochure on our website [www.nassausquare.org](about:blank) for more information.

# Snow Removal Procedures and Responsibilities

**Contractors:**

1. Will clean the snow from the roadways after the snow accumulation reaches two inches (2”) deep.
2. Will make pass-through to reasonably clear roadways to enable cars to leave for work in the morning and to attempt to keep the roadways clear during the storm.
3. Will perform snow removal in the following priority after snowfall ceases: Court sidewalks, parking stalls, parking lots, mailboxes, fire hydrants, sewer catch basins and dumpsters, Augustine Drive.
4. Will clear the full width of sidewalk of snow, except in heavy snow accumulation or ice.
5. Will provide access from parking stalls to sidewalks. (Based on the severity of the storm there may be one opening for two or three homes until the majority of the storm is cleaned up. Prior to completion of the snow removal, the contractor will make sure there is access from each individual home to the parking lot as close to the home as possible.)
6. Will safely plow snow as close as possible to vehicles to allow homeowners to move vehicles and will make every effort to ensure that snow is directed away from the back of the vehicles when plowing the parking lots.

# Court Captains:

# Will remind residents to move ALL their vehicles to allow for easier cleaning of parking stalls and lots to expedite the snow removal from the entire Court lot.

1. Will remind residents to return their vehicles after their Court lot is cleared.

# Residents:

# Will be responsible to remove the snow from their vehicles and move their vehicles so the snow can be removed from around their vehicles;

# Will be responsible to dig out behind their vehicles and between them IF vehicles are not moved when the snow is being removed;

# Willmove vehicles back to the Court once snow has been cleared;

# Will cooperate with snow removal contractors to expedite the snow removal process but will not give orders to them;

# Will contact Management with any concerns or issues.

1. Will remove from the front of the home, and properly store, any shovels and other snow/ice removal items, by April 1st.