

Condominium Association for Nassau Square, Inc.

c/o RCR Management LLC

P. O. Box 210

Crosswicks, NJ 08515

Phone: 609-298-7667

Fax: 609-298-2176

Date: December 1, 2022
To: Nassau Square Condominium Association Owners & Residents
Subject: Year End Information

Management must have your e-mail and phone number for timely notice of important Nassau Square Condo Association information throughout the year.

Enclosed please find the following:

- 1) The **Winterization Alert** regarding drainage of water from outside water spigots and maintenance reminders for all Nassau Square residents.
- 2) **Maintenance** and other relevant **Reminders**
- 3) A copy of the **Snow Removal** procedures. Please familiarize yourself with the snow removal procedures - make every effort to abide by them in order to streamline the snow removal process.
- 4) A copy of the Direct Payment Authorization form. Please note that the Association is now offering the use of **automatic ACH transfer** for payment of the monthly Association fee. Please return the attached authorization form to our office in order to enroll. **If you are already enrolled there is no need to take action.**
- 5) A supply of **payment envelopes** for your convenience in mailing your 2023 condominium fees (no envelopes have been included if you pay via online banking or ACH).

Your Volunteer Board and Management Company wish to thank all community members for their cooperation in maintaining the Community, ensuring Maintenance dues are timely paid. Your cooperation results in a desirable appearance and a fiscally sound Community which attracts buyers and renters, as well as, increasing our property values.

***Wishing all a Safe, Healthy, Happy Holiday Season
and New Year 2023!***

**Peter A. Schaefer and the Staff of
RCR Management LLC**

**The Volunteer Board of Trustees of
the Condominium Association for
Nassau Square, Inc.**

Nassau Square Board meetings are held on the 3rd Monday of every other month -
January, March, May, July, September, & November.

The Annual Meeting and Election is held on the 3rd Monday of September.

www.nassausquare.org

NassauSquare@gmail.com
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Winterization Alert

All Residents having 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 insurance.

Procedure for draining the water lines:

- 1) Locate the shut off valve for the spigot either under the vanity in one of the bathrooms or 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 Reminders

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

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 regular basis according to manufacturer instructions.

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

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 to prevent leakage. Homeowners are responsible for any damage caused by water leakage.

A **Water heater** over ten (10) years old should be considered for replacement as it may start leaking.

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

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Parking Reminder

Our Parking 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.

In addition, 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.

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

Neighborly Consideration

Please remember to be courteous to your neighbors when having holiday parties (as well as throughout the rest of the year). Specifically:

- 1) noise should be kept to a minimum as the homes and backyard areas/patios/decks are close together and sound travels,
- 2) parties should not “spill out” into the neighboring limited common elements (backyard areas) or the common grounds around each home,
- 3) park guest car overflow in the Clubhouse/Pool parking lot.

Pet Policy Reminder

As always, please continue picking up after your pet/s’ waste throughout the community. Please be considerate of your neighbors and adhere to Amended Pet Policy No. 2. Your assistance in keeping our common elements in excellent condition is greatly appreciated.

Keeping Everything Nice

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 or calling RCR Management.

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.”

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Snow Removal Procedures

Responsibilities

Below are the responsibilities of the snow removal contractors, Court Captains and Residents:

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:
sidewalks, parking stalls; parking lots; mailboxes; fire hydrants; sewer catch basins and dumpsters.
- 4) Will clear the full width of sidewalk of snow, except in conditions of heavy 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 plow snow as close as possible to vehicles in order 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 –

- 1) Will attempt to organize homeowners to move their vehicles to allow for easier cleaning of parking stalls and lots in order to expedite the snow removal.

Residents –

- 1) Will be responsible to remove the snow from their vehicles and move their vehicles so the snow can be removed from around their vehicles. If vehicles are not moved when the snow is being removed, residents will be responsible to dig out behind their vehicles and between them. ***Please remember to move vehicles back to the Court once snow has been cleared.***
- 2) Are to cooperate with snow removal contractors in order to expedite the snow removal process but are not to give orders to them.
- 3) Are to contact Management with any concerns or issues.

Cooperation between residents, Court Captains and the snow removal contractor personnel will expedite an efficient snow removal. Your cooperation is greatly appreciated.