

**Crestwood Village 5  
Community Association**

**325 Schoolhouse Road**

**Whiting NJ 08759**

**Office: 732-350-0700**

**Fax: 732-350-2691**

**[www.crestwoodvillage5.com](http://www.crestwoodvillage5.com)**

***Handbook of***

***General Information***

***and***

***Rules & Regulations***

Nov 2021 rev.

Crestwood Village 5 is governed by a Board of Trustees duly elected  
in accordance with the By-Laws of the Association.

The Office Window hours are  
9:00 a.m. to 4:00 p.m. M-F  
Closed 12:00 p.m. to 1:00 p.m. for lunch  
(These hours are subject to change due to Covid)

The phone number is  
732-350-0700

If you have an emergency maintenance problem after office hours, call the office number. Your call will be answered by the Answering Service necessary. A maintenance person will be dispatched.

*Note: if a maintenance person is dispatched after office hours, a minimum fee of \$60 (excluding parts) will be charged to the homeowner.*

***Please do not call the answering service if it's not an emergency!***

TABLE OF CONTENTS	PAGE NO.
Preface	4
<b><u>General Information</u></b>	
Automatic Direct Payments	5
Bus Service	5
Communication	5
Financial Records	5
Garbage/Recycle Pickup	5
Insurance	5
Penalties	6
Political/Religious Activity	6
Snow Removal	6
Speed Control	6
Trustee Elections	6
Volunteers	6
Work Orders for General Maintenance	6
<b><u>Rules and Regulations</u></b>	
Children	7
Common Property	7
Electronic Equipment	7
Fire	7
Generators	8
Guests	8
Home Improvements	8
Irrigation System/Wells, Pumps	8
Parking	9
Pets/Wild Animals	9
Plantings	10
Property Boundaries	10
Rental/Leased Properties	10
Sales	11
Signs / Flags	11
Solar Panels	11
Solid Waste Disposal / Recycling	11
Structures	12
Trees	12
Walkways/Lawns/Concrete	12
Frequently Called Numbers	13
Clubs	14

## **Preface**

This Book contains ***General Information*** about Crestwood Village 5 (CV5). Additionally, this book contains a simple description of significant ***Rules and Regulations*** which have been derived from the governing documents of the Village by the Board of Trustees.

These *Rules and Regulations* apply to all homeowners and residents who live in Crestwood Village 5.

Crestwood Village 5 homes can be occupied by no more than three people. At least one occupant shall be 55 years of age or older. Not more than one child 19 years of age or over may reside with a parent, parents, or legal guardian.

## **General Information**

### **Automatic Direct Payments**

When paying your monthly maintenance, the option of setting up a direct debit from your bank account. Forms are available in the Management Office.

### **Bus Service**

A Village bus service is available to take you to shopping centers, church, etc. There is also a bus service provided by Ocean County. Schedules are available at the Management Office.

### **Communication**

The Association's monthly newsletter is called the "*Hilltopics*" and provides information concerning activities in the Village. Many inter-Village activities are offered throughout all the Crestwood Villages. Crestwood Village 5's website is [www.crestwoodvillage5.com](http://www.crestwoodvillage5.com), which provides information, forms, calendar, etc. Crestwood Village 5 also has an electronic billboard in front of the clubhouse which has current activities and notices.

### **Financial Records**

Homeowners are entitled to review the contracts we have signed with vendors. A book containing the contracts is available for inspection. Contact the Management Office.

### **Garbage/Recycle Pickup**

Garbage pickup is on Tuesday and Friday. Your waste may be put out after 4 p.m. the night before pick-up or early in the morning. All garbage must be placed inside the ground receptacle on your property. If there is excess refuse that will not fit inside the ground receptacle, it must be placed in a tightly secured container. Recycling pick-up, provided by Manchester Township, is every other Friday. Recycling should be placed curbside in a tightly covered container. These dates are noted on the monthly calendar in the Hilltopics. Recycling containers with attached lids and wheels can be purchased from the office.

### **Insurance**

The homes located in CV5 are covered by a master insurance policy which covers devastating loss to a home. It is strongly recommended that the homeowner obtain an HO6 insurance policy which would cover the contents of the residence, liability, and additions to the original dwelling.

**Penalties**

Non-compliance or disregard of the Rules and Regulations will result in the loss of privileges and/or fines.

**Political/Religious Activity**

Political rallies and religious functions are prohibited in the Clubhouse or on any of the CV5 grounds.

**Snow Removal**

In general, snow is removed when the accumulation of snow is 3 inches or more. If you have a serious medical condition and must be able to leave your home, please provide documentation in the form of a doctor's note to the Management Office and you will be placed on a priority list. This includes dialysis patients.

**Speed Control**

There is a **20 mile per hour speed limit** within the Village. **Observe Stop signs.** Be alert for the many people who enjoy walking within the Village. Watch for animals.

**Trustee Elections**

Each year there will be an election for the Board of Trustees. The election is in September and the appointment takes place in October. Contact the Management Office for full details.

**Volunteers**

The Village is always in need of volunteers. Please become involved in your community. Contact the Management Office for information.

**Work Orders for General Maintenance**

Work order forms are available at the Management Office, in the Hilltopics, and on the website. There is a drop box in the clubhouse lobby labeled "Maintenance." All Work Orders must be submitted by the homeowner. Work orders are for work on the exterior of your home or surrounding property.

CV5 Maintenance crew is also available to help residents with certain problems within the home for a fee that is chargeable to the homeowner. The maintenance crew can assist at the handyman level. Please contact the office.

## **Rules & Regulations**

### **Children**

- Children who visit are not permitted to play unsupervised around the grounds of any home other than where they are visiting. They are not permitted to play at the Clubhouse during functions without supervision.
- Baseball, stickball or other such games are prohibited in the Village.

### **Common Property**

- Common property must be left in its natural state.
- Owner/Residents may not disturb the natural state of the common area by raking, removing soil or planting.
- Placing of tables, benches, furniture and barbecues on common ground is prohibited.
- Dumping in common ground is prohibited.

### **Electronic Equipment**

- Televisions, stereo equipment, radios, home theatre systems and other related electronic equipment must be turned to a low volume between the hours of 11:00 p.m. and 8:00 a.m.
- Short wave radio transmitters are not permitted in the Village without proper FCC licensing and permission from the Board of Trustees.
- One DSL satellite dish is permitted with the authorization of the Board of Trustees prior to installation. Installation is not permitted to any part of the roof. Contact the Management Office for information and rules.
- Outside antennas are not permitted.

### **Fire**

**Out of respect for our pinelands environment, outdoor fire pits and/or fireplaces are prohibited. Open flame devices such as tiki torches are also prohibited.**

- For homes with fireplaces, firewood up to a maximum of one cord (approximately 8'x4' width) may be stored 30' from the back of the dwelling near the property line.
  - √ Firewood should be covered with a dark colored tarp. Note: storing firewood next to your home is against the fire code and will attract termites.
- Charcoal, pellet, propane gas, or electric barbecue grills and smokers are permitted. They must be portable and metal in construction. The firebox must be at least 2 feet above ground level. They must be at least 5 feet from the house when in use.
- Propane stored on the premises must be kept in a UL (Underwriters Laboratory) approved container no larger than 20 lbs.

### **Generators**

- Gasoline powered emergency generators are permitted.
- The generator should be placed on the side or rear of the house situated away from doors and windows.
- Gasoline is limited to one 5 gallon UL (Underwriters Laboratory) approved container.
- Please be considerate of your neighbors as generators can be noisy.
- For those with Natural Gas please contact the Management Office if you're considering a standby generator.

### **Guests**

- Guests are welcome to stay at a resident's home for a period of up to 2 weeks.

### **Home Improvements**

- Exterior home additions, improvements, upgrades or replacements must comply with national, state and local codes. Contractors must be licensed and insured.
- Exterior home additions, improvements, upgrades or replacements must be approved by the Board of Trustees. See the Management Office for a "Property Modification Form".
- Additions include, but are not limited to: pavers, walkways, patios, driveway extensions, air conditioning, satellite dishes, enclosed porch, patio covers, ramps, railings, windows, window or door awnings, skylights, solar tubes, gutters, down spouts, sprinkler systems, wells, replacement pumps, shutters, storm doors and attic fans, installation/conversion to natural gas, standby natural gas generators.

**Note: Many of the above require township approval.**

- Window air conditioners are prohibited.
- Patio Screen Rooms cannot exceed 180 sq. feet.
- Power tools may not be used before 8:00 a.m. or after 8:00 p.m.
- Maintenance of these additions or improvements are the responsibility of the homeowner.

### **Irrigation System/Wells, Pumps**

- Sprinkler systems connected to the public water supply must have a "check valve" installed to prevent contamination to the public water system. Contact Management Office for further information.
- The Association is not responsible for well pump systems or sprinkler heads damaged by maintenance contractors during grass cutting or snow removal. An Owner/Resident may fill out a Complaint Form, which will be forwarded to the contractor.



## **Parking**

- Cars may not be parked:
  - √ overnight on Village streets, courts, cul-de-sacs between the hours of 11:00 p.m. and 6:00 a.m.
    - Violators will be towed at their own expense.**
  - √ on finger streets or finger street entrances at any time.
  - √ in front of mailboxes, fire hydrants or on lawns at any time.
  - √ Additional temporary parking is available in the clubhouse parking lot with a parking permit from the Management Office.
- Additional paid parking is available at the clubhouse for a monthly fee (space is limited).
- Repairs may not be made to any type of motor vehicle in driveways, on lawns or on common property.
- House and boat trailers, motor homes, trucks or vans with commercial registration may not park overnight in any driveway, street, finger, courts or the clubhouse parking lot.
- Trailers or motor homes may park in driveways for loading or unloading for up to 6 hours. The vehicle must fully clear the apron of the driveway and may not extend into the streets.
- Pods/dumpsters for loading and unloading are allowed in driveways upon submission of documentation and approval from the Management Office.
- The parking space assigned to a “quad” or “six-plex” is reserved for that resident’s use. Guest spots cannot be used for long term or overflow parking.

***Motorcycle and moped drivers must be mindful of noise levels.***

## **Pets**

- Pets are not permitted to run free at any time.
- Pets must be leashed; the leash may not exceed 6’ when walking a dog.
- A 15-foot lead may be used on the side or in the rear of a unit, animal must not be left unattended.
- Pets are not to be housed in crawl spaces under the home.
- No home shall be used as a kennel or a pet storage area.
- Pets shall not be walked in wooded groves adjacent to or between buildings or on common grounds.
- Pet droppings must be cleaned up immediately by the person walking the pet.

***At no time should a pet be walked on another resident’s property or pet droppings be put in another resident’s trash!***

***Feeding of feral animals is strictly prohibited as per Manchester Twp. ordinance.***

## Plantings

***The purpose of the planting rules is intended to provide residents with the greatest degree of individual freedom. Keep in mind that you must leave room for the mowers.***

- Foundation Plantings may be made within 3 feet of the home.
  - √ Care must be taken to provide positive grading away from the structure.
  - √ Excessive watering should be avoided.
- All types of plantings (other than foundation plantings) may be made in groups provided:
  - √ Groups are at least 10 feet apart and 12 inches from the siding.
  - √ Groups are developed around existing trees wherever desirable and practical
- The planting of any item that will eventually spread uncontrollably is prohibited.
  - √ **The planting of Bamboo is prohibited.**
- If deep planting of over 1' is considered, you must call New Jersey One Call at 1-800-272-1000 before any digging in order to have the property marked so utility lines can be avoided. Some of these lines carry high voltage and serious injury could result from cutting a line while digging.
- Plantings which obstruct the view of motorists at street intersections are prohibited.

## Property Boundaries

- No property boundaries are to be formed using: cinderblocks, bricks, hedges, shrubs, fencing or fence-like structures of any kind. This list is not inclusive.

## Rental/Leased Properties

- A homeowner must occupy the residence for a *minimum* of 1 year (12 consecutive months) before leasing the home.
- A lease rider must be submitted to the Management Office, along with a copy of the tenant's lease, certificate of occupancy, proof of age (55 years or older) and the lease fee of \$300.
  - √ In the event of a lease renewal, the lease rider fee is \$100 for one year, \$200 for 2 years.
- Leases shall be no less than twelve consecutive months and no more than twenty-four months.

## **Sales**

- Commercial businesses are prohibited from operating in any unit within the Village.
- Estate sales are permitted subject to the prior approval of the Management Office.
- Garage or Yard Sales are prohibited unless sponsored by the Community Association.
- There are several Flea Markets in the clubhouse throughout the year in which residents are welcome to participate.
- Peddlers or solicitors of any kind, including flier distribution, are not allowed in the Village and should be reported to the Management Office.

## **Signs / Flags**

- “For Sale”, contractor, estate sale, open house, garage sale or other signs that are deemed inappropriate by the Board of Trustees are not permitted on the exterior of any dwelling or visible from the interior of the dwelling and on grounds or on vehicles.
- A homeowner may place a political sign/flag no larger than 24” x 24” in front of the residence and no more than 30” in height (including stand) and placed within 4 feet of the dwelling. The period for display shall be limited to 30 days prior to the election and 2 days after the election.
- American Flags can be flown year round.
- The American Flag should always be flown to the left of, and higher than, other flags (US Code, Title 4).

## **Solar Panels**

- If you are considering solar panels, it is required that you contact the Management Office.

## **Solid Waste Disposal/Recycling**

- Recycling schedules are available at the Management Office and must be observed. Containers may be placed at curbside after 4:00 p.m. the day before scheduled pick-up and must be removed on the same day.
- Recycle containers should be tightly covered.
- Burning of papers, rubbish, leaves or open fires for any reason are prohibited.
- Central Jersey Waste & Recycling handles recycling in the Village, as arranged by the Township
- The Association picks up leaf and branch debris on the 1st Thursday of every month. Please put said debris curbside after 4 p.m. the day before.

## **Structures**

- Pools and hot tubs are not permitted.
- Clothes lines are not permitted for safety concerns.
- Permanent structures not originally part of the building are not permitted.
- Plastic or vinyl non-permanent storage sheds not exceeding 15 square feet (i.e. 3' x 5') and no taller than 6 feet are permitted if the shed is on a patio and/or secured to the building. If not on the patio the shed must be on a stable foundation such as patio blocks.
- **Metal and/or wood sheds are not permitted.**
- Plastic patio deck storage boxes (Deck Boxes) are also permitted.

## **Trees**

- Trees may be removed at the homeowner's expense with the permission of the Board of Trustees. A new tree must be planted somewhere on your property for each tree that is removed.
- Dead trees in the common area will be placed on a list for inspection/evaluation and will be scheduled for removal if in danger of falling on a home.

## **Walkways/Lawns/Concrete**

- Installation of concrete, pavers, slate or concrete walkways may not exceed 3' in width. Prior to installation, this must receive the approval of the Board of Trustees.
- Raised curbing or trim around in-ground garbage receptacles is prohibited.
- All property not used for walks, driveways, plantings and patios must be kept as lawns.
- All lawns are to be cut to the same height.
- Debris, hoses, tools, etc. are to be removed from lawns, walks or parking spaces.

***Obstructions in the grass area will cause the grass cutters to by-pass your lawn.***

## **Frequently Called Numbers**

Aging & Disability Resource NJ	732-849-8305
Amtrak	800-872-7245
Emergency Police/Fire	911
Non-Emergency Police/Fire	732-657-6111
Deborah Hospital	609-893-6611
Dial-A-Ride	732-350-2900
Central Jersey Waste & Recycling	609-771-8005
Comcast Cable (Xfinity)	800-266-2278
Community Medical Center	732-557-8000
Stout's Bus Service	609-883-8891
Jersey Central Power & Light	800-662-3115
Manchester Animal Control	732-657-2009 x 4606
Manchester Recycling	732-657-8121
Manchester Senior Outreach	732-657-6117
Manchester Township Hall	732-657-8121
Manchester Water/Sewer	732-914-1200
NJ Transit	800-772-2220
Ocean County Library/Manchester Branch	732-657-7600
Poison Control of New Jersey	800-962-1253
Post Office	732-657-8562
Social Security Administration	800-772-1213
Somebody C.A.R.E.S.	732-350-1400
Verizon	800-837-4966
Crestwood Village 5 Website	<a href="http://www.crestwoodvillage5.com">www.crestwoodvillage5.com</a>
Manchester Township Website	<a href="http://www.manchestertwp.com">www.manchestertwp.com</a>

## **Clubs/Activities**

Artist Guild

Billiards

Bingo

Bocce (Men's)

Bocce (Mixed)

Bocce (Travel)

Ceramics

Dance

Fitness Classes

Flea Market

Home Décor

Resident's Club

Shuffleboard

Table Tennis