REALTOR & OWNER GUIDELINES FOR SELLING OR RENTING BELLA CONDOMINIUMS

Major Rules of The Bella:

- Owners are permitted two pets (dogs or cats) each not to exceed 40 lbs. (at full size)
- Owners pet(s) must be registered with the Management with evidence of vaccinations
- Renters and tenants are prohibited from having pets of any kind
- A minimum rental period of 1 year
- The maximum permitted by New Jersey State Law for Bella is four (4) individuals may reside in a Unit
- Bird Feeders and Bird Baths Are Prohibited on Terraces and Balconies

Requirements from Realtor and Unit Owner for Selling Property

Owner must sign Bella Owner Authorization form, allowing Realtors to the Bella and showing instructions to follow, and give to the Property Manager (see attached Bella Owner Authorization form) as an initial pre-sale inspection requirement. A $100.00 fee is charged to Owner Ledger for pre-sale inspection.

At every Buy/Sell transaction, mortgage companies request questionnaires on Bella specifics: Bella Budget, Financials, Special Assessment Disclosures, HOA Fees, Reserve Status, Delinquent Receivables (if any), Prior Board Minutes, Recent Fire Inspection, Etc. A fee of $275.00 will be charged to Mortgage Companies.

The Realtor or Owner must disclose the following on listing for sale:

- Bella HOA fee per month (unit specific)
- Bella Unit fee for parking (indoor parking is $70.00 and outdoor parking $55.00)
- *Not all Units have indoor parking*. See Property Manager for Unit specific details
- Bella sellers to provide the Realtor with all keys, FOBS, and parking passes for the Unit to be given to the new owner at closing.
- Buyer is responsible for the Capital Expenditure Fee for Three Months Dues at closing to Bella Condominium Association
- Buyer is responsible for an administrative processing fee of $250.00 at closing to Bella Condominium Association
- Move in, Move Out deposit $250.00 to reserve the freight elevator call Front Desk at 609-310-8260, $50.00 freight elevator usage charge will be deducted from the deposit. Bella requires cash only for all move-outs.
- Please provide a copy of the contract of sale to the Property Manager with an estimated closing date

Copies of the following documents are REQUIRED to be provided to the Property Manager before move-in: (applies to owners or renters, tenants)

- Copy Of Closing Alta
- Copy Of Contract Of Sale
- Copy Of The Unit Deed
- Copy Of The Certificate Of Occupancy
- Copy Of Proof Of Property Insurance
- Owner/Tenant Information-Name, Contact, Vehicle Information
- Landlord To Provide Unit Key, Fob, And Parking Cards

Any additional FOBS, parking cards are available at the Property Manager's Office for a $25.00 non-refundable fee charged to the Owner Ledger
Any lost hang tag for the car is available for a $100.00 non-refundable fee charged to Owner Ledger

Moving in/out and Deliveries: (Applies to Owners or Renters, Tenants)

- Move-in/out must be scheduled with the front desk a minimum of one week before the event
- The freight elevator is available on a first-come/first-serve basis.
- Move-in/out and deliveries are only permitted on weekdays, between the hours of 8:00 am and 4:00 pm. (There is a $5O/hour fee to compensate staff that must work overtime after 4:00 pm)
- Weekend move-in/out or deliveries are not permitted.
- A Certificate of Liability Insurance from the moving company is required before moving in/out.
- A $250.00 CASH DEPOSIT is required before moving in/out.
- A $50.00 charge will be deducted from the fee for freight elevator usage (move-in/out form).
- Any damage created by your move-in/out will be deducted from the $250.00 cash deposit.
- All Unit Owners that rent their units will pay a $250.00 administration fee (charged to Owner Ledger} for the Building Manager to prepare paperwork, orientation, welcome walk, and review all Bella Policies and Procedures, including move-in and move-out procedures with all renters.

REALTORS AND OWNERS ARE REQUIRED TO PROVIDE COPIES OF THE FOLLOWING FOR ALL RENTERS, AND TENANTS:

- Unit Lease (all names on the lease application must be approved by Bella Board prior to signing the lease with the Owner)
- The Tenant Authorization form must be signed and included with the lease application (see attached form)
- Background credit/criminal checks - Renters, tenants must have a minimum credit rating of 650.
- Preferred background check formats for Bella Condos Board approval: Tenantsafe.com, NTNOnline.com, or Tenantscreening.com
- Anyone over the age of 18 must have a background check.
- All Unit Owners that rent their units will pay a $150.00 an hour administration fee for the Building Manager to prepare paperwork, orientation, welcome walk, and review all Bella Policies and Procedures, including move-in and move-out procedures with all renters.

Bella Condominiums has yearly Bike & Beach Chair registrations (See attached forms and fees)

Owners that sell without a Realtor:

1. The owner will advise the Bella Management Office of the Intention to sell.
2. Provide the Bella Management Office with a letter outlining how you will market the unit.
3. Provide all prospective buyers a copy of the Bella By-Laws and all Addendum therein.
4. Bella Management will advise the Board of the intention to sell.
5. The owner will sign the Owner Authorization form showing instructions for the Concierge Desk and initial the pre-sale inspection requirement. The fee is $100.00 charged to Owner Ledger.
6. The Owner will provide the certificate of occupancy to Bella Management before closing.

THE PROPERTY MANAGER/FRONT DESK STAFF WILL REFUSE ENTRY TO ANYONE NOT COMPLYING COMPLETELY WITH THIS POLICY

BELLA CONDOMINIUMS TENANT GENERAL INFORMATION

Below is general information regarding some of the more important rules and regulations for living at the Bella Condominiums. This is an abbreviated version with the complete version of the By Laws and Rules and Regulations on the BellaCondos.com website.

LEASE
A minimum of a 1-year lease term is required.

PARKING
Guest parking upon availability is restricted to 72 hours or two nights/3 days with a refundable $20 deposit.

PET POLICY
Tenants are not permitted to have pets.

NOISE
Loud music, construction noise, etc. is not permitted from 11PM to 8 AM.

EMERGENCY REPAIRS
Report any emergencies to the front desk or Property Manager immediately.

MOVE IN AND MOVE OUT
Move in and move out is restricted to Monday thru Friday, 8AM to 4PM using the freight elevator only. Moves must be scheduled with the front desk at least seven days prior to the move.

STORAGE
Balconies and parking spaces are not permitted to be used for storage of any materials or possessions.
There is a chair storage room for beach chairs and several bike rooms and bike racks

NON-OWNER VISITORS
Visitors, guests, vendors, contractors, etc. must sign in at the front desk

OCCUPANCY
N.J. State law restricts overnight occupancy of individual units to four (4) occupants.

SMOKING
Smoking is not permitted in any Common Areas of the building.

SUBLEASING
Subleasing is not permitted.

OTHER

No antenna of any kind is permitted to be attached to the exterior of the building. Bicycles must be registered with the front desk.

No electric bikes, scooters, hoverboards, etc are permitted

There are rules for using the pool, fitness center and other Bella amenities that are listed in the Rules and Regulations section of the Bella By-Laws.

All guests, visitors, vendors and contractors must be signed in at the front desk.

I have read and understand the Tenant General Information and agree to abide by these rules. I have also been made aware of the availability of the full set of Rules and Regulations existing in the Bella By Laws and that they are available online at BellaCondos.com. I agree to abide by the Bella By Laws of which the Rules and Regulations are a part of. I understand that I and the condo unit owner (landlord) are subject to fines and loss of services should I fail to abide by the Bella Condominium By- Laws.

Print Name: _____Date: _____ _____

Signature: _____For Lease Of Unit Number:_____

MOVE IN, MOVE OUT, FURNITURE DELIVERY & CONTRACTOR POLICY

1. The Resident must make an appointment at the Management Office (609)344-8300 to reserve the freight elevator, and provide their $250 deposit at that time.
2. A $250 deposit must be made prior to move-in, move-out, furniture delivery or contractor work that entails the use of The Bella freight elevator
3. The $250 deposit must be made in cash from the tenant or move-out owner. A $50 charge will be deducted for freight elevator usage
4. The $250 deposit must be made in either cash or a check made out to Bella Condominium Association from the owner. The owner ledger will be charged $50 for freight elevator usage
5. The remaining $200 deposit is refundable with the following stipulations:
    - No damage is done to any of the areas between the loading dock, freight elevator, and your condominium unit. If there is any type of damage, a portion of your deposit will retained for damages
    - All cardboard, packing materials and plastic bags must be placed in the designated bins in the loading dock area
    - You may not use the trash room on your floor for any of the above-mentioned materials. Failure to comply will result in a potion of your deposit being withheld
    - Any mattresses must be taken by the delivery service or you will pay for removal
    - Any large furniture must be removed from The Bella or you will pay for removal
    - If using a contractor for any kind of remodeling in your unit, they must remove any type of debris left by their work. They must remove their debris, or you will pay to have it removed
    - After you have completed the above-mentioned steps, the building management will inspect for damages. If all looks good, you will be given your deposit back

Please make sure your hallway is clean after move in, move out, furniture/appliance delivery or contractor remodeling job.

There are no move in, move out, furniture/appliance delivery or contractor remodeling jobs on the weekends or after 4pm Monday through Friday or Holidays.

I have read this policy and am fully aware of this policy and will follow all the rules stated above.

Resident Name (print):_____Date:_____
Unit Number:_____Guard On Duty:_____
Resident Signature:_____Amount Collected:_____

Amount Returned to Resident:_____Freight Elevator Charge:_____
Resident Signature:_____Date:_____

BELLA OWNER AUTHORIZATION FORM

I authorize Realtors to enter my Unit #_____, with my permission for all showings.

Owner Signature:_____

Print Name:_____

Unit Number: _____

Date:_____

Owner Phone Number:_____

Showing instructions for Front Desk:

The owner authorizes Front Desk to give key to Realtors without calling Owner First:_____(initial)

The owner requires Front Desk to call Owner for all showings:_____ (initial)

The owner(s) agree to a pre-sale inspection of $100.00 to certify if any past renovations comply with Bella Deed:_____(initial) _____(initial)

Owner Showing Instructions:

Listing Date: _____ Listing Expiration Date: _____

POLICY ON LARGE PACKAGES

Effective December 2021

Over a long period of time, we have experienced an increase of large packages arriving and sitting on our valet carts for more than a day after the concierge texts/emails/calls residents to pick up their large package(s). This problem has an impact on blocking the "pathway" to/from the lobby, wheelchairs, walkers and shopping carts cannot pass through easily inviting possible injury.
Also, large packages sit on valet carts for days making them not available for resident usage. The increase of tardy large package pickups, by some residents, requires action to ensure that the "pathway" to/from the lobby is always clear.

Effective immediately, we will initiate the following:

1. Concierge will notify the resident of the arrival of the *large package* and will document the time resident was informed.
2. Package must be picked up **no later than 24 hours from the time of the text/email/phone notification**
3. Upon delivery at Bella, the *large package* will be in the storage package room to clear the "pathway"
4. IF NOT picked up from the storage room on time [see #2], the *large package(s)* will be delivered *to your unit door* and a delivery fee of

   $25.00 will be charged to the Owner ledger.

   Note: you must follow the sign-in/out valet cart existing procedures.

The goal of this policy is to keep the "pathway" to/from the Lobby free from obstacles - not to collect money.

Note: residents that are NOT on-site [second home] will be handled on a case-by-case basis.

We thank all residents that have/and continue to act quickly to pick up their *large package* when informed of arrival.

Bella Condo Board of Directors

BELLA UNIT CONSTRUCTION - CONTRACTOR GUIDELINES

Before any/all construction or remodeling work begins in any unit, Contractor must complete all required information from the Property Manager which will include a ***Work Permit.***

Guidelines:

1. Contractors must meet with building Superintendent to discuss guidelines and all other project concerns, and obtain PERMIT from Property Manager before any work begins.
2. Contractor must locate sprinkler turn off valve on unit floor where work is to be done.
3. Contractor must always have a fire extinguisher in the unit.
4. The cell phone# of the person/people for each trade must be provided.
5. All workers must sign in/out at Concierge Desk each day.
6. All work performed shall be **Monday thru Friday ONLY** between **8AM - 4 PM.**
   No weekends or Holidays.
7. Contractor must have Insurance, including proof of Worker's Compensation, and Bella Condominium as additionally insured.
8. Contractors must use the service elevator **ONLY** for all materials, equipment, etc. Any/all debris must also be transported using the service elevator.
9. No materials will be left on the loading dock or common areas.
10. The use of Bella shopping carts or valet carts are prohibited.
11. If work requires a license, Bella must have the license#.
12. No work shall be performed in hallways or common areas.
13. Any work performed on off-hours will result in a $250.00 Fine.
14. A Shop Drawing of wind load & thermal calculations must be supplied for replacement of any windows or sliders.
15. If replacing carpets with wood or laminate flooring, you must provide a sound-proofing barrier as a sub-base.
16. Water shutdown fee $200.00 per riser event (if main valves do not work, work cannot be completed until weather permits) spring season preferred.
17. Pre-construction walk thru with Superintendent costs $100.00
18. Progress Inspection Fee (when applicable) for demolition, plumbing, sprinkler, and floor silencers is $60.00.
19. Final Construction Inspection Fee (what was listed on the Work Permit is all that was done) is $60.00.

Contractors must clean and vacuum at the end of each day on project - from elevator to unit front.
if any damages during or at the completion of the project, the Owners ledger will be charged for any/all repair costs incurred.

Unit Owner _____ Date: _____ Date: ___
Contractor _____ Date: _____
Building Superintendent _____

UNIT OWNER CONTRACTORS - QUESTIONNAIRE

NOTE: BELLA CONDO REVIEW AND APPROVAL REQUIRED BEFORE START OF PROJECT

OWNER UNIT # _____
OWNER NAME_____
CONTRACTOR NAME_____
PERSON IN CHARGE OF PROJECT:
NAME:_____
PHONE:_____

INSURANCE POLICY WITH WORKERS COMP. COVERAGE, IF APPLICABLE, PLUS BELLA LISTED AS ADDITIONALLY INSURED - ATTACHED

DESCRIPTION OF CONTRACTED PROJECT - ATTACH COPY OF PROPOSAL **EXCLUDING** ANY/ALL $$$$$

ATTACH SIGNED CONTRACTOR GUIDELINES

DOES PROJECT REQUIRE BELLA MAINTENANCE TO:
TURN OFF WATER SUPPLY THAT AFFECTS OTHER UNITS? NO_____YES_____
IF YES, EXPLAIN:

TURN OFF ELECTRIC SUPPLY THAT EFFECTS OTHER UNITS? NO_____YES_____ IF YES, EXPLAIN:

ESTIMATED START DATE:_____ ESTIMATED COMPLETION DATE: _____

NOTE: ALL WORK SHALL BE MONDAY THRU FRIDAY 8:00AM – 4:00PM

OWNER SIGNATURE:_____
DATE: _____

CONTRACTOR SIGNATURE:_____
DATE:_____

PROPERTY MANAGER SIGNATURE:_____
DATE:_____

BELLA APPROVED WORK PERMIT

UNIT# _____

CONTRACTOR NAME _____

CONTRACTOR CONTACT# _____

ESTIMATED PROJECT START DATE _____

ESTIMATED PROJECT COMPLETION DATE _____

PROPERTY MANAGER _____ DATE _____

MONDAY THRU FRIDAY 8:00AM TILL 4:00 PM. NO WEEKENDS OR HOLIDAYS

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1. **COPY POSTED ON UNIT DOOR UNTIL PROJECT COMPLETION**
2. **COPY IN OFFICE**
3. **COPY AT CONCIERGE: ALL WORKERS SIGN IN/OUT**

ATTENTION

The Bella maintenance staff can perform the following services

at a reasonable cost.

$50.00 to $100.00 per hour + materials

- HVAC units and filters cleaning and service: 1 for $95.00 or $180.00 for 2 HVACS.
- Dryer vent cleaning: $70.00
- Balcony cleaning: $150.00 for large balcony, $120.00 small balcony
- Lubrication of your slider doors and weep hole clean out: (call the office for price)
- Casement windows lubrication and service: $75.00 + parts & labor.
- Washer hose and valve service *$120.00:* + parts and labor.
- Toilet flapper replacement: $75.00 + parts and labor.
- Preventative maintenance for the tub and vanity drains in bathrooms. Services would entail adding drainer cleaner and readjusting hammer (which accumulates hair and debris): $95.00 includes labor.
- Patio Screen slider repair: 1 for $100.00 2 for $190.00.
- Window Screen repair: 2 small window screens for $110.00 large screens for $140.00 includes labor. Large window screen repair: $60.00
- Window crank: 1 crank & service $150.00
- Running toilets service (replacement of fluid master): $95.00 per toilet + parts and labor.
- Slow running, snake or clogged drains service $75.00 per hour + material, if needs snake $175.00.
- Light bulb replacements (call the office for price)
- Water shutdown fee: $200.00 per riser event (if main valves do not work, work cannot be completed until weather permits) Spring season preferred.
- Pre-construction walk-thru with Superintendent: $100.00
- Progress Inspection Fee (when applicable) for demolition, plumbing, electrical, sprinkler, floor silencers: $60.00
- Final Construction Inspection Fee (what was listed on the Work Permit is all that was done):$60.00

Please call Management office 609-344-8300 to schedule a work order and current pricing.

price subject to change

To All Owners,

THE PREVIOUSLY DISCUSSED STORAGE LOCKERS ARE INSTALLED AND READY TO RESERVE!!

- ► 18 Storage Lockers: 4ft wide X 6ft deep by 5ft high.
- ► White vinyl fencing with solid panels and gate. You supply your own lock.
- ► Location: Indoors at the rear of the maintenance shop.
- ► Over several months of research on commercial storage companies In AC, I found that:: a) the smallest unit Is 5x5x5 b) pricing varies from outdoor to Indoor climate-controlled units c) It Is difficult to Identify a Price Point however I could determine that "Indoor Climate-Controlled" units range from $98/mo to $120/mo. *Clayton Storage had a price posted at $110/mo (and like others the Pricing Is Fluid)*
- ► Our 18 storage lockers will be 1 square foot less but close enough for competitive pricing
- ► A lease will be created and will be: ***a) For a one year term b) $100.00 per month rent c) Owners Only} d) Maximum one (1) locker per Owner*** *[to allow for all Interested to reserve one locker first. If not enough demand, we will allow for multiple lockers per owner.]*
- ► To reserve a Locker: **A Check for $200,00 is required** *(1 mo. security deposit & first month in advance)* If your unit is sold OR at end of the lease term, you do not wish to renew the lease, the security deposit will be returned after inspection for damage to the storage locker
- ► The 18 names will be given to our accounting service company and will be **automatically posted to the Owners ledger each month.** Payment {$100.00} should be added to your current monthly payment and the current manner in which to pay.
- ► The hours to access your Storage Locker will be **10:00AM thru 3:00PM Monday thru Saturday** Similar to our cart procedures, you must sign-in at the concierge desk the meet at the maintenance shop to be escorted to your locker.
- ► *Beach chairs, bikes, beach carriers with wheels, etc, are prohibited in the locker.* [They imply possible daily usage/daily access (traffic) to the maintenance shop. Not the purpose of the storage locker]. Provisions for chairs and bikes already exist. Bella Condos will not be responsible for any property damages, etc, or related
- ► **Late Payment!!:** We will follow the same procedures as *Delinquent Receivables payment due:* [3 notifications to Owner with NO payment made and FOBS and Parking passes are deactivated! If an Owner is granting a storage locker to a Tenant, the Tenant FOBS get deactivated]
- ► **The 18 storage locker spaces are now "open" for reservations!** NOTE: ONLY a $200.00 check payable to Bella Condo Association reserves a space! Deliver check to Dee to be added to the list.

John Pelosi, Bella Treasurer
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