



**PREMIER MANAGEMENT
ASSOCIATES**

Corporate Office

140 Sylvan Avenue, Englewood Cliffs, NJ 07632 • Ph: 201-947-1001 • Fax: 201-947-5005

Central /South Jersey Operations
850-870 US Highway
Route One North
North Brunswick, NJ 08902
Ph: 732-390-1100
Fax: 609-395-0110

North-Western Jersey Operations
Crystal Springs Office
25 Route 23
Franklin, NJ 07416
Ph: 973-209-1600
Fax: 973-209-1601

Welcome New Homeowner!

The Sun Ridge Owners Association (SROA) and Premier Management Associates would like to take this opportunity to welcome you to our community. Sun Ridge consists of 744 residences - 100 single-family homes, 322 townhomes and 322 condominiums situated on 220 acres in the Township of Raritan.

Listed below is some important information that you should be aware of as a new owner within a community association.

GOVERNING DOCUMENTS

After unpacking the cartons and suitcases, the next important step as a new homeowner is becoming more familiar with your community association and how it operates. A set of governing documents (Declaration of Covenants & Restrictions) has been issued to all residents and should have been received at closing or passed on to you from the former owner. This is an **important document** and should be kept for information and reference and then passed on should you leave Sun Ridge. If you did not receive this document at closing, please call our office and you will be directed on how to obtain them. A condominium owner should have *two* sets of documents - one for the SROA and one for the condominium association.

MAINTENANCE FEES

Premier Management Associates collects all assessments or fees on behalf of the Owners Association. You will receive a monthly invoice detailing the amount outstanding on your account.

Please address your check to Sun Ridge Owners Association (SROA) and send the check **and stub**, which is encoded with your account information, in the envelope provided. Please do not send Association related correspondence with your payment.

If you prefer, the monthly fee may be deducted automatically from your checking account. Please review the enclosed ACH debit information. Fees are paid **MONTHLY** and are due on the first (1st) of each month with a late fee of \$20.00 assessed to your account if not received and deposited by Association's bank by close of business on the 30th of the month.

The maintenance fees for 2015 are as follows:

Townhouse	\$120.00 per month
Condominium	\$134.00- 146.00 per month (by Section)
Single Family	\$102.00 per month

* Condominium owners pay an additional fee to their respective condominium association. Please contact your condominium association president for more information (their names and telephone numbers can be found on page 3 of this letter).

BOARD OF TRUSTEES (Sun Ridge Owners Association)

The Board of Trustees is an elected body that enforces the governing documents and is responsible for finding the best and most cost effective means of providing services to the community. The Board of Trustees is made up of Sun Ridge volunteer homeowners who oversee the day-to-day operations of the community.

They are: Jeanne Mulherin, President
 Pat Gallagher, Vice-President
 Jim Myer, Trustee
 Martin Hirschhorn, Trustee

The Board holds monthly meetings on the first Wednesday of each month at the pool house office. Residents are invited to attend the open portion of the meetings which starts at 7:30 p.m. Meeting are subject to change from time to time, so please check the bulletin Board by the office for any updates.

SUN RIDGE OWNERS ASSOCIATION OFFICE

Victoria Miller, CMCA is your community manager. The office is located in the pool house at 5 Sun Ridge Drive.

Telephone: (908) 237-0994 Fax: (908) 237-0995
Email: vmiller@premiermanagement.net

Mailing Address: Sun Ridge Owners Association
 5 Sun Ridge Drive
 Flemington, NJ 08822

Office Hours: Monday - Friday
 9:00 a.m. - 5:00 p.m.

If there is an emergency in the **COMMON AREAS** after hours or on weekends, and it requires immediate attention, call (732) 390-1100 and an emergency supervisor will be contacted.

CONDOMINIUM ASSOCIATIONS

If you purchased a **condominium**, you are also a member of one of the Sun Ridge Condominium Associations. Contact your individual phase president immediately to advise him/her of your recent closing and move-in date. Your condominium phase president will explain the condominium fee structure as well as the insurance coverage and maintenance policy for the exterior of your unit.

The Presidents of each phase live in Sun Ridge and are listed below;

Phase I

Dave Cortright
908-246-9142
Sequoia & Locust Courts

Phase II

Mary Koteles
908-788-3094
Spruce Court

Phase III

Pat Gallagher
908-788-0959
Larch, Willow & Cypress Courts

Phase IV

Terry O'Neill
908-788-5158
Almond, Apple & Poplar Courts

TOWNHOUSES

If you purchased a townhome in Sun Ridge (Dogwood, Elm, Fir, Holly, Hemlock, Linden, Maple, Olive, Peach, Plum Courts), you have a "**fee simple**" unit. With this type of ownership, you are responsible for **ALL** maintenance and repairs of the interior and exterior of the unit. In addition, the townhome owner **MUST** carry hazard and liability insurance for the unit and lot. Townhouse ownership in Sun Ridge is the same as owning a single family home. Please read the governing documents to understand your responsibilities of ownership.

INSURANCE

Insurance coverage is provided by the SROA on common areas only. Each type of home ownership requires the owner to carry some form of property insurance coverage. Single-family homes and townhomes require homeowner insurance. Sun Ridge does not provide insurance coverage for these homes. Homeowners must maintain casualty and liability coverage at their expense.

Condominium owners should check with their condominium phase association for coverage details. Your condominium association carries hazard insurance for the exterior of your unit, but individual owners must obtain coverage for interior elements and contents.

To be sure about what coverage you need, please consult with an insurance professional that can help you decide what type of coverage amount is necessary and most appropriate for your needs.

The insurance agent for the common area insurance coverage for the SROA is:

Brown & Brown
268 Brodhead Road
Bethlehem, PA 18017
1-800-634-8237

Please feel free to contact Brown & Brown with any questions you may have regarding the SROA insurance coverage. Questions regarding condominium coverage should be directed to the agent for your individual phase. Information pertaining to the condominium agents may be obtained from your respective president.

RECREATION FACILITIES

In order to use the Sun Ridge pool, it is necessary to obtain pool badges or validation stickers for badges already assigned to your home. They are issued in the spring prior to the opening of the pool on Memorial Day Weekend. To obtain badges and/or stickers, an application must be filled out each year. The application information will be e-mailed/mailed to you along with the Sun Ridge Annual Meeting information in late April. Each member of your household is entitled to receive a badge, and each household receives one guest badge.

If you moved into Sun Ridge after the pool has opened, please contact the Sun Ridge office at (908) 237-0994 to obtain an application.

Three playgrounds offer fun for young children. One playground is in the enclosed pool area and is only opened when the pool is open. There are eight tennis courts, two soccer fields, two basketball courts and two shuffleboard courts for your pleasure. Bike paths are also present for your use. The Recreation Committee handles all social events for the community.

TRASH PICKUP

All garbage cans and recycling cans **must** be stored inside your garage. Residents are **not** allowed to store trash bags or containers outside of the home. **Those who leave their garbage cans outside are in jeopardy of being fined \$35.00 per day that the violation continues.**

Trash pickup is every **Wednesday** between the hours of 6 a.m. and 5 p.m. Trash may not be placed curbside prior to Tuesday evening. (There is a second pick-up on Saturday for the summer months only). Containers must be brought back into your house by the evening of the pick-up day. Larger amounts will not be picked up. All containers must be securely covered or tied. **Please contact Raritan Valley Disposal (RVD) to request containers for your trash and for recycling. The number is 908-534-4004, Commercial. Please select containers that will fit inside your garage.**

RECYCLING

Recycling is picked up **every other Tuesday**. Pick up time is between the hours of 6 a.m. and 5 p.m. Please refer to the enclosed recycling information from Raritan Valley Disposal.

OWNER'S QUESTIONNAIRE

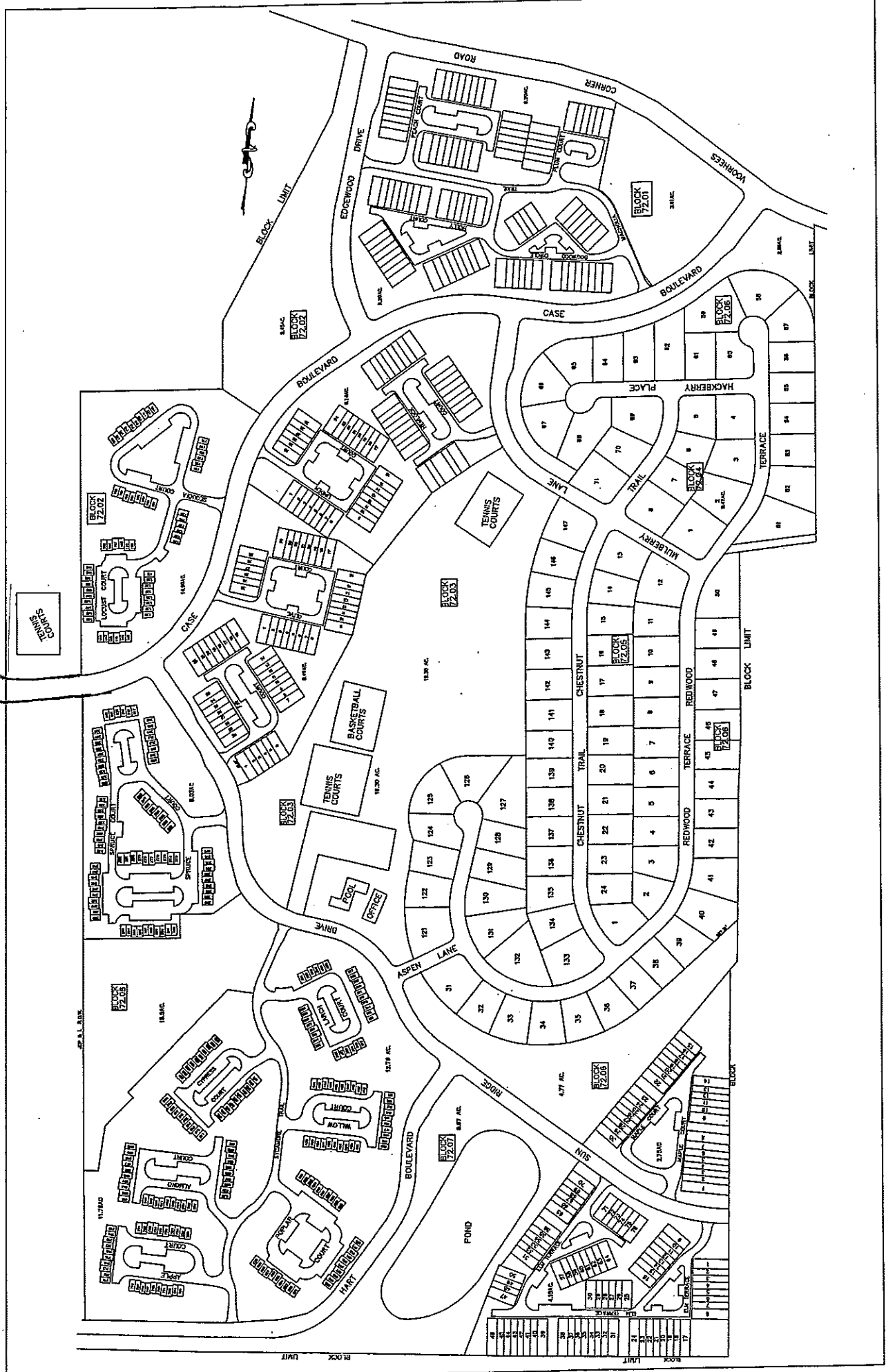
Enclosed is a Questionnaire form to be filled out and sent to the Community Manager. All information given is confidential and is used primarily for contacting residents in the event of an emergency. Please take the time to complete the form and return it to the SROA office.

We look forward to serving you, and we strive to serve your needs and interests with the highest degree of professionalism. We thank you in advance for your cooperation and look forward to working with you as a member of the Sun Ridge Owners' Association.

ARCHITECTURAL CONTROLS

Any improvement, alteration, repair, change of color, excavation, change in the grade, or other work, which in any way alters the exterior of any lot, property or residence, must have the approval of the Architectural Control Committee. Please refer to the website for a complete set of guidelines and an application form to complete for any change request.

Thank you for taking the time to familiarize yourself with this basic information. Please do not hesitate to contact the site office for any other question or concern you may have regarding the Community of Sun Ridge! We are here to help.





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PREMIER MANAGEMENT ASSOCIATES

Property: Sun Ridge Owners Association
Flemington, NJ 08822

Unit Owners Authorization Form for Electronic Payment

Name: _____ Please complete if you rent or don't occupy: _____

Unit Address _____ Street _____

Account Number _____ City _____

Bank Name _____ State _____ ZIP _____

Bank City, State, Zip _____ Bank Street Address _____

Bank Phone Number _____ Routing/Transit# _____

Bank Account Number _____ Month to Begin Deductions _____

Checking Account OR

Savings Account

**PLEASE ATTACH A BLANK CHECK WITH THE WORD "VOID"
WRITTEN ACROSS IT**

I authorize Sun Ridge Owners Association and its Agents, including Financial Institutions, to initiate electronic debit entries for all invoiced charges, and if necessary, credit entries and adjustments for any debit entries made in error to my checking and/or savings accounts listed above. This authority is to remain in force and effect until Premier Management Associates (Premier) has received written notification from me of its termination in such time and in such manner as to afford "Premier" and the Depository a reasonable opportunity to act on it and in no event shall a termination notice be effective with respect to entries posted by "Premier" or the Depository prior to its receipt.

Print Name _____ 2nd Name if Joint Account _____

Signature _____ Signature (if required) _____



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www.premiermanagement.net



SUN RIDGE OWNERS ASSOCIATION OWNER QUESTIONNAIRE

5 Sun Ridge Drive
Flemington, NJ 08822
Phone (908) 237-0994 Fax (908) 237-0995

Pursuant to Sun Ridge Owners Association Rules and Regs, we **require** the following information to keep the Association records updated and for your protection in the event of an emergency. **Please fill it out completely** and return to the above address as soon as possible. Failure to complete/update this form will result in the non-issuance of pool badges/validation stickers.

SECTION I - OWNER INFORMATION

UNIT ADDRESS: _____

Names(s) of Owner(s): _____

Name(s) of children residing at the above address: _____

Mailing address (if different from above): _____

E-mail address (required): _____ Would you like to receive Sun Ridge e-mail bulletins and updates? Y / N

Home Phone: _____ Work Phone: _____ Cell Phone: _____

EMERGENCY CONTACT:

Name: _____ Phone: _____

Address: _____

SECTION II - TENANT INFORMATION

Tenant in Unit? Yes _____ No _____

Name(s) of Tenant(s): _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

If the unit is being occupied by a tenant a current lease **MUST** be attached to this questionnaire, and on file with the management office.

TENANT EMERGENCY CONTACT:

Name: _____ Phone: _____

SECTION III - RESIDENT AND VEHICLE INFORMATION

Number of Occupants in Unit: Adults _____ Children _____ Number of Pets: Dogs _____ Cats _____

All vehicles must be registered to receive pool badges and to avoid possible towing and/or issuance of parking fines!!!

Please circle the vehicle type for each vehicle listed.

List all vehicles and a minimum of one (1) Owner vehicle when there is a tenant occupying the unit.

1. Vehicle Year/Make/Model _____ Vehicle Color(s) _____
State and License Plate # _____ Car / SUV / Truck / Motorcycle Owner or Tenant Vehicle?
2. Vehicle Year/Make/Model _____ Vehicle Color(s) _____
State and License Plate # _____ Car / SUV / Truck / Motorcycle Owner or Tenant Vehicle?
3. Vehicle Year/Make/Model _____ Vehicle Color(s) _____
State and License Plate # _____ Car / SUV / Truck / Motorcycle Owner or Tenant Vehicle?
4. Vehicle Year/Make/Model _____ Vehicle Color(s) _____
State and License Plate # _____ Car / SUV / Truck / Motorcycle Owner or Tenant Vehicle?