

Gramercy Gardens Condominiums

Welcome & Information Packet



Gramercy Gardens Condominium Association, Inc.

Gramercy Gardens Condominium Association, Inc.

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Gramercy Gardens Condominium Association, Inc. Important Phone Numbers for Gramercy Gardens

Midlantic Property Management

Kathy Strzalkowski, Property Manager..... 732-828-7200
Email: kathys@mpm-nj.com

Gramercy Gardens Maintenance

HPT Maintenance 848-203-9077
Email: hptriaantafillidis@gmail.com

Gramercy Gardens Governing Board..... 732-828-7200
Email: gramercygardensHOA@gmail.com

Every new owner is required to schedule a “welcome meeting” with Gramercy Maintenance Department immediately after closing (in the first week of ownership.) This meeting will introduce you to the HOA and your owner responsibilities. Contact Maintenance at 848-203-9077 or via email: hptriaantafillidis@gmail.com

Annual Forms Required from Owners

Annual Census form – Annual completion of this form is required

Annual Parking Decals – required for vehicles who park in GG lots

Motor Vehicle Registration form – Annual completion is required

Residential Resale Certificate – This certificate, required by Middlesex Borough, must be presented to MPM prior to selling your unit or closing paperwork cannot be completed

Repair/Remodel/Update Check list – required for any Unit changes

(Information regarding forms, decals, certificates and check lists can be obtained by speaking with the property manager at MPM)

Gramercy Gardens Condominium Association, Inc.

How to Contact Management and the Board For Non-Emergency and Emergency Calls

Non-Emergency Requests:

For non-emergency requests, please email your request to the following email addresses:

-KathyS@MPM-NJ.com

-JimP@MPM-NJ.com

Kathy or Jim will then reach out to the Board, if necessary, for direction regarding your request or simply respond to your request via email. Please allow 2 business days for responses to these types of requests.

You may also contact Kathy at 732-828-7200 and dial extension 11. If she is not available, please leave a message. **It is preferred that you send an email rather than call so that we have a record of the request.**

Thank you.

Emergency Requests:

For emergencies such as fire, severe flooding, smoke detector alarms sounding or threats of violence to you or your property **you should call 911 immediately** first **before** notifying management or the Board.

Once you have notified 911 and you are safe to do so, please call **732-828-7200** and advise the operator of your name, address and call back number and a manager from the management company will contact you.

For other types of emergencies, which cannot wait until normal business hours the next day call 732-828-7200, leave your name, address, phone number and reason for the call. Your information is then forwarded to the Board which notifies maintenance immediately or the next day as needed for your complaint.

Please understand that to control costs the Board receives all complaints and determines which maintenance persons to dispatch and when. In some instances, such as heat complaints, work cannot take place until the next business day so you should always have extra blankets and a safe UL Listed space heater handy if needed temporarily while repairs are being made.

Gramercy Gardens Condominium Association, Inc.

Welcome Information Packet

Welcome to Gramercy Gardens Condominium and good luck with your new home. We are happy that you have chosen to purchase a unit here. To make your transition a little easier, we have included a few items that you will want to review **BEFORE** you start any repairs/renovations/updates to your unit.

Our management company is **Midlantic Property Management (732) 828-7200**. Kathy is our property manager and she can answer your questions and guide you as to what paperwork you will need for your specific project.

Gramercy Gardens is a small condo association with 76 units. Our maintenance men are on the property regularly and chances are they will be the first people you will meet here. You will find them friendly, knowledgeable and helpful.

The doors, windows and air conditioners are the responsibility of the unit owners. If you wish to replace them, Midlantic Property Management can help you with the details and paperwork you need to submit for approval. **Contact Midlantic prior to making any changes.** You must make certain that any item you choose as a replacement matches the ones you find already installed on this property. Whatever you decide to replace, the old windows, doors, and air conditioners **CANNOT** be placed in the dumpsters on this property. You will need to make arrangements to dispose of the old. Each unit has a built-in air conditioner and if you choose to replace that, the replacement must fit the existing hole with no large space gaps. It is your responsibility to make certain the air conditioner is properly draining to the outside of the building and not dripping on your neighbor's property or the exterior wall or running down the inside wall as this causes damage. Some owners choose to install additional window air conditioner; however, that is not recommended as you will be responsible for damage from any leaks to your neighbors' units or to the building itself. Also, these additional a/c units must be covered by December 1 each year to insure that Gramercy is not wasting money trying to heat drafty units.

You should be aware that there are five (5) laundromats within a two (2) mile radius of this property; one is located directly across the street. If you have purchased a unit that already has a washer and dryer in it, you will need to make certain the dryer is electric as that is the only dryer allowed on this property. **Gas dryers are not permitted in individual units at Gramercy Gardens.** Should you find a gas dryer installed in your unit, it must be removed and the gas hook up must be professionally removed. Some units can be fitted with washer and dryers; others cannot due to the age of our plumbing system. If you wish to find out if your unit can support a washer/dryer, contact Midlantic Property Management for the paperwork which must be followed exactly as written by the Board. Any illegally installed washer/dryers (without documented paperwork) will be fined and must be removed.

If you are planning to repair/remodel/update your unit in any way, you need to request specific forms from MPM. Call Kathy, at MPM **(732) 828-7200** or Gramercy maintenance at **(848) 203-9077** and report what you are planning to do so correct paperwork is provided to you. The information on updating is important and you will need to follow the directions as set forth in the By-laws for Gramercy Gardens.

c/o Managing Agent

Midlantic Property Management, Inc.

315 Raritan Avenue, Highland Park, NJ 08904(P) 732-828-7200 (F) 732-828-7200

22221102

Gramercy Gardens Condominium Association, Inc.

Attention All Gramercy Gardens Owners

Gramercy Gardens was built in the early 1970's as an apartment complex. That poses some unique plumbing situations as our buildings age.

Some units have already had to deal with leaking pipes and the costly repairs this can create. The older pipes can leak or rupture at any time so it is important that Gramercy Gardens maintenance inspect them so potential problems can be averted.

Whenever you propose to redo your kitchen or bathroom, Gramercy Gardens maintenance must inspect the shut off valves and the pipes under the sinks to help prevent as many leaks as possible. It is much easier to do this type of inspection and repair work (if deemed necessary) when the cabinets, tiles and/or walls are not in place. Remember, what you do can impact as many as four (4) units.

Therefore, it is important for MPM and the Governing Board to be aware of any changes you are proposing to your kitchen or bathroom so inspections can be completed efficiently. Failure to notify MPM and Gramercy Gardens maintenance can create a situation where damage may be extreme to your unit and surrounding units. Total responsibility will belong to unit owner if you have not obtained the required inspection prior to work being done.

20220101

Gramercy Gardens Condominium Association, Inc.

UPDATING YOUR CONDO UNIT AT GRAMERCY GARDENS

If you wish to make changes to your condo, the process is outlined in our By-laws and is simple:

First, you need to contact Gramercy Gardens Maintenance Department for an inspection of your unit and to review your check list. Do so by calling MPM at 732-828-7200, and requesting the repairs/remodel/update forms.

Next, you must submit to the Board detailed plans prepared by you or your contractor for all work you are proposing to do in your unit. The Board needs a detailed list of changes to your unit and a list of contractors you will have working in your unit. Any contractors whether construction, electrical or plumbing, must be licensed and insured to work at Gramercy Gardens. You need to provide license and insurance information along with your detailed list of renovations. You can send this information to Kathy at Midlantic Property Management (732) 828-7200, or drop your completed forms in the drop boxes located at each building in the walk downs opposite the Boiler rooms. After the Board has reviewed your plans and approved them, you may need certain permits from the Borough of Middlesex.

By submitting your documents to the Board via e-mail, the process can be done relatively quickly. Use the check list you receive to collect and send all needed information to: **kathys@mpm-nj.com**. You will be notified by Midlantic Property Management as soon as the Board and MPM have reviewed the items you submit. If the Board or MPM has questions regarding your documents you will be contacted to supply the missing information **before** approval will be given.

NO work can be started in your unit without the Board's review and approval of your plans. You will find this information in more detail in the By-laws for our Association which you were given at the time of closing. If you do not have a copy, please contact Midlantic Property Management at 732-828-7200 for a copy of Gramercy Gardens By-laws.

The Board is here to answer all your questions and ensure your experience at Gramercy is a positive one. You will find our maintenance men friendly, knowledgeable and helpful. They inspect the property on a routine basis and will be checking on your progress and reporting to the Board. Any work that is started without the proper Board and/or Borough approval/permits will be stopped until your renovations and contractors have been approved.

Please contact us with any question:

Midlantic Property Management

Property Manager, Kathy 732 828-7200

Governing Board President – Pat Urban can be contacted through MPM
20221101

Gramercy Gardens Condominium Association, Inc.

Instruction Sheet for Repair/Remodel/Update Check List

This entire packet must be submitted to the Board of Trustees for review and approval before any work can begin in your unit. The Association By-laws state that all repairs/remodel/update for **construction, electrical and plumbing** must be provided by a **licensed and insured contractor, electrician or plumber**. If you perform the work yourself, you will be required to sign indemnity paperwork.

___ You must attach appropriate description and quotes from **ALL** your vendors

___ You must supply copies of your **construction, electrician and your plumber's** license and insurance certificates and their lettered vehicles must be on site when work is being done in your unit

___ If applicable, you must attach all paperwork from the Borough of Middlesex pertaining to the repair/remodel

___ If replacing windows, they must be same size, no boxing. Per Middlesex Boro, bathroom windows must be tempered glass as of 2020.

___ You need to set up an appointment with Gramercy Gardens Maintenance to review your paperwork. 848 203 9077

The Board will meet and review your request when **ALL paperwork** has been submitted to Midlantic Property Management. Our property manager, Kathy, will be happy to answer questions and/or direct you accordingly. The Board is here to assist you so the Association's By-laws regarding repairs are followed. You should expect a decision from the Board in two weeks. If the Board is unable to make a decision you will be requested to supply further information. **No work can begin on your unit without prior Board approval.**

Unit #: _____ Owner Signature: _____ Date: _____

c/o Managing Agent
Midlantic Property Management, Inc.
315 Raritan Avenue, Highland Park, NJ 08904
(P) 732-828-7200 (F) 732-828-7238

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Gramercy Gardens Condominium Association, Inc.

Repair/Remodel/Update Request Check List

REFER TO OWNER'S MANUAL/WELCOME PACKET

1. List all areas you will be updating
2. Attach appropriate quotes from your vendors

Bathroom:

- remove & install new sink & vanity (plumbing)
- remove & install new shower/tub and shut off valves(plumbing)
- remove & install new toilet and shut off valves(plumbing)
- remove & install new sink faucets and shut off valves (plumbing)
- remove & install new floor
- remove & install new window (must be tempered glass)
- remove & install new bathroom tile
- remove all sheet rock and replace with wonder board in shower & floor
- other _____

Bedroom:

- refinish existing hardwood flooring & replace molding
- remove and repair sheetrock
- other _____

Kitchen:

- remove & install new sink & faucets and shut off valves(plumbing)
- remove & install new kitchen cabinets
- remove & install new countertops
- remove & install new gas range
- remove & install new appliances
- remove & install new floor
- install new sheetrock
- other _____

Livingroom:

- remove & install new sheetrock
- refinish hardwood floors & replace moldings
- other _____

Gramercy Gardens Condominium Association, Inc.

Windows: Must match windows already in complex which are custom

- replace bathroom window (must be tempered glass)
- replace kitchen window
- replace bedroom windows
- replace living room windows to exact size of window being removed
- other _____

Air Conditioner:

- Replace and reseal living room (in wall) air conditioner (unit must fit hole)

See requirements in Owner's Manual/Welcome Packet

- other _____

Doors: Must match doors already in complex

- install new entry door with mail slot, frame and hardware
- install new storm door
- install new interior doors and hardware
- other _____

Interior Stairs:

- refinish existing stairs
- other _____

Plumbing & Heating:

- see bathroom and kitchen
- replace thermostat
- replace baseboard covers
- other _____

Electrical:

- install new ceiling fans
- install new light fixtures
- install new light switches
- install new GFI receptacle
- other _____

Gramercy Gardens Condominium Association, Inc.

Gramercy Gardens Condo Association Master Deed states: Pages 24-29 Book # 3628

“No unit owner may make any structural additions, alterations or improvements in or to his unit without the prior written approval of the Association.”

“Each unit owner shall comply with the provisions of the Master Deed, the By-laws, the Rules & Regulations of the Association.”

“Failure to comply shall be grounds for an action to recover sums due, damages or any other injunctive relief by the Association or any other unit owner.”

If you did not receive a copy of the Master Deed and By-laws at closing, please contact Kathy at Midlantic Property Management – (732) 828-7200 and request your copy.

Any Unit owner wishing to make any changes to their unit must contact MPM to set up a meeting with Gramercy Gardens Maintenance PRIOR to submitting plans for changes. The purpose of the meeting is to discuss the work the owner plans for the unit, outline the necessary steps the owner must take to obtain Board approval, and discuss the scope of the work and how that work will impact the building and the units in the immediate area.

MIDLANTIC PROPERTY MANAGEMENT, INC.

Re: *IMPORTANT UPDATE* – Changes to Payment Methods in 2025

Dear Homeowner(s):

We are pleased to announce that Midlantic Property Management (MPM) has updated our integrated management and accounting platform in 2024 to Enumerate system. With this exciting migration comes some important changes we must make with you as a valued member of the community. Below are the options for you to pay your association dues.

Option 1: Visit the website listed below to make a payment by Credit Card* or check via First Citizens Bank. Follow the directions on the website to submit your payment. If you have any questions, you may contact CIT Customer Support at 866-800-4656.

To pay by Credit Card or ECheck: <https://propertypay.firstcitizens.com/>

*Note: *There is no fee if paying ACH via the Web. If using the mobile app, for ACH there is a \$1.95 fee; for credit card payments there is a fee of 2.95%**

Payment method	Fee ¹	Revenue Share
Scheduled ACH	\$0.00 per transac5on	NA
One-Time ACH	\$2.25 per transac5on	\$1.00 per transac5on
Card	2.95% per transac5on amount	\$0.70% per transac5on amount

¹Fees may vary based on state law. Transac5on fees will be the same in Property Pay online and, in the app.,

Homeowners will see the changes when they make a payment or when they receive their automated scheduled payment notification. They have the option to change their payment method prior to the scheduled payment date.

Homeowners are still able to register for recurring ACH payments in Property Pay or send their HOA payments through lockbox at no cost.

You will need the following information to set up payments for your account:
Management Company ID: (8068)
Association ID: (000168)
5-digit Account #: (XXXXXX)

Option 2: Use the Online Bill Pay service provided through your personal banking institution (if available). When selecting this payment method, it is very important that you enter in your complete 5-digit account number (XXXXXX). Please make payments payable to your Association (NOT to Midlantic). Another way to pay your association dues is you can always mail your payments by simply placing your **CHECK AND COUPON** in the envelope provided, put a stamp on the envelope, and drop it in the mail. Please do not use staples or paperclips, and do not fold your payment documentation. Also allow a few extra days for the mail to be received at the lockbox facility. We kindly ask that you please not send payments to the Highland Park, NJ office but to the bank processing center below. Online payments must be sent to:

GRAMERCY GARDENS COA
c/o Midlantic Property Management
P.O. Box 52989
Phoenix AZ 85072-2989

If these changes apply to you, please make the necessary considerations to your setup method as soon as possible. If you have any questions regarding these procedures, please reach out to our office at (732) 828-7200. We appreciate the opportunity to support your needs and look forward to providing you with value-added services in the future.

Sincerely,
MIDLANTIC PROPERTY MANAGEMENT, INC.

315 Raritan Avenue
Highland Park, NJ 08904
732-828-7200 (F) 732-828-7238

Gramercy Gardens Condominium Association, Inc.

Responsibility Chart

Item	Assoc	Owner	Details / Other
Air Conditioner		✓	Specs for replacement unit: 14" H; 24" W; 21 1/2" D. Call Adam's Appliance 732-968-1300 for measure & install.
Appliances		✓	
Attic/Crawl Spaces	✓		These common areas contain conduits, fire alarms, pipes, water lines and wires. Attic storage not allowed.
Common Stairways	✓		
Electric Meter		✓	Name change/owner - Access through Assoc
Exterior Steps Repairs/Maintenance	✓		
Exterior Pest Control	✓		
Exterior Porch Lights	✓		
Exterior Unit Repairs	✓		Bricks, soffits, outside flashing
Façade Painting/Siding	✓		
Front Door		✓	Contact MPM, front door must conform w/existing per Master Deed
Heating	✓		
Heating Thermostat		✓	Owner responsible for thermostat
Insurance (Association)	✓		Physical damage & Public Liability Required per Master Deed
Insurance (Owner)		✓	Owner should insure unit and contents
Interior Pest Control		✓	Per Master Deed, requires Board approval
Interior Unit Repairs (ceilings, floors, walls, etc.)		✓	
Landscaping	✓		
Leaders/Gutters	✓		
Plumbing (Association)	✓		Work requiring water shut off needs Board approval
Plumbing (Unit)		✓	All kitchen & bathroom drains & pipes. Owner must keep shut off valves in working order
Roof Leaks/Repairs	✓		All leaks must be reported to MPM
Sewer/Drains		✓	Slow drains and back-ups must be reported to MPM. Owner responsible for cost to clear/repair.
Snow Removal	✓		
Trash/Recycle/Cardboard	✓		Owners responsible for separating & breaking down cardboard.
Window Glass/Screens		✓	Contact MPM, windows must conform with existing per Master Deed.

Many items are the responsibility of the Association to repair/replace; therefore, maintenance inspects buildings and grounds on a regular basis. However, owners can ensure that items listed as association responsibility will be addressed in a timely fashion by reporting anything on this list to MPM immediately.

Gramercy Gardens Condominium Association, Inc.

Condo Sales Fact Sheet

1. Gramercy Gardens is a Condo Association and as such the Association By-laws are the governing documents. All potential owners should understand they are purchasing a condo and are expected to follow the Association's By-laws.
2. Let buyers know they must live in condo they are purchasing.
3. Association by-laws do not allow pets.
4. Before MPM can prepare any closing documents, the following items must be submitted to MPM: A) Unit Owner form; B) Residential Resale Certificate from Middlesex Borough; C) Buyer's Realtor Form
5. Representatives from Gramercy Gardens maintenance and the Governing Board can and will attend closing to introduce themselves, answer questions, present guidelines to the new owner and set appointment with new owner and Gramercy Gardens maintenance for a post-sale inspection. Therefore, please supply closing date and time in advance. New owners must contact Gramercy maintenance within 48 hours to schedule an appointment if representatives were unable to attend closing.
6. All monies collected at closing must be submitted to MPM at time of sale or within 48 hours. New owner information will be uploaded into MPM's system **IMMEDIATELY** so new owner/property is property identified in MPM system and the Condo Association's system.
7. **NO REPAIRS/REMODEL** can be done to any Unit until the above steps have been completed. ALL Owners must submit request for any changes and all changes require Board approval. Board provides inspection, answers questions and provides guidance for this process.
8. Violations of Association By-laws can be fined per Board discretion.

Gramercy Gardens Condominium Association, Inc.

Unit Address: _____ Date: _____

Association Membership Acknowledgement

I/We acknowledge that the home being purchased above is part of a Homeowner's Association.

In purchasing this home, I/We acknowledge that we are members of the Association and are obligated to pay monthly dues to the Association at the rate determined by the Association's Board of Trustees. Payments are due on the 1st of the month with a grace period of the 15th. If payment is received after the 15th, it is considered late and subject to a \$25 late fee.

I/We are bound by the Rules and Regulations identified in the By-laws of the Public Offering Statement, as well as any Regulations adopted by the Association Board of Trustees.

Print name

Signature

Print name

Signature

c/o Managing Agent
Midlantic Property Management, Inc.
315 Raritan Avenue, Highland Park, NJ 08904
(P) 732-828-7200 (F) 732-828-7238

Gramercy Gardens Condominium Association, Inc.

When you call for Optimum Service

1. All Owners/Residents **MUST** tell Optimum that Gramercy Gardens Condo Association and MPM **require** only an **Inhouse technician** (Optimum) perform the service you need.
2. All Owners/Residents **MUST** inform MPM and maintenance 48 hours prior to your Optimum appointment so maintenance can be on site to ensure the job is done correctly.
- 3. If you fail to do steps 1 and 2, you will be fined until the cable(s) are properly secured.**
4. The photos on the next page show what happens when MPM and maintenance have not been informed of an Optimum visit. Owners will be fined for defacing the building until the cable is properly secured.

Optimum wires must be securely and discreetly installed, not hanging.



Optimum wires must be securely installed, protected and NOT be a tripping hazard.

