



# PELHAM CONDO ASSOCIATION



## July 2016 Summer Newsletter

### ***Pelham Board of Directors***

Lisa Jones, President  
 Jeffrey Newman, Vice President  
 Alessandra DeCicco, Treasurer  
 Michele DiBello, Secretary  
 Barbara  
 tee

### ***Managing Property Agent***

Towne & Country Management, Inc.  
 (Contact: Marybeth Hennessey or Cindy Moffa)  
 Red Bank, N J 07701  
 Phone: 732-212-8200



Fax: 201-212-8201

### ***FAÇADE PROJECT UPDATE***

Many homeowners have been asking when the façade/balcony project will begin. This is a very large project and much consideration and planning has gone into it to ensure it is done correctly and as smoothly and cost efficiently as possible. The process has taken longer than anticipated, but you should know the length of time is due to your Board looking out for the community and being cautious. They are also homeowners and want to ensure that all questions and concerns are addressed before plunging ahead with a project of this size and cost. For your information, below is a timeline of what has been accomplished thus far and what we anticipate will be taking place in the future.

**Summer 2015**—the Board sought the opinions of three engineering companies on the façade project. Falcon Engineering’s recommendation was to replace all brick façade and balconies. A special assessment number of \$20,000 per unit was proposed by the prior Board and management company based on Falcon’s recommendation to remove all brick. The other two engineering companies who the current Board consulted with agreed that only certain high moisture areas of brick façade and all balconies needed replacement thereby drastically reducing the project cost. (Final costs to be determined after full bidding process with Contractors has been completed.)

**Fall 2015** - the Board chose D. W. Smith Engineering to conduct moisture on all buildings. Probes were conducted over several weeks and were placed at certain locations of the façade. Electronic moisture content readings were recorded. Baseline readings were recorded immediately after a rain and again several days after any rain. Based on the report it was confirmed that not all brick façade needed to be replaced.

**Q1 into Q2 2016** - the Board engaged the services of D. W. Smith Engineering to develop specifications/bid drawings for balcony replacement and certain areas of brick façade. There have been several revisions to the specifications.

**Current Q3 2016** - the Board has approved the final drawings and specifications that will be used to bid the project. The Board has engaged the services of D. W. Smith to prepare the RFP (Request for Proposals) that will, once completed, be mailed out to a minimum of 5 contractors who will submit their bids for the project. Sealed bids will be mailed to the association’s attorney who will open them with a board member and management. Once bids are received from the contractors a comparison spreadsheet will be created to compare all contractors’ pricing on the project. It is at this time that the Board will have a much better idea of the total project cost and that information will be shared with all homeowners. Once a contractor has been chosen and awarded the project a start date will be chosen and communicated to all homeowners and residents.

There are not enough funds in the Capital Reserve Fund to cover the cost of this project. At this time it is believed that a combination of some reserve funds, a loan and a special assessment will be required to fund this project. The exact funding plan is not known at this time.

**\*\*\*REMINDER\*\*\***

**\*\*\*DRYER VENT CLEANING & INSPECTIONS—DUE BY  
SEPTEMBER 15, 2016\*\*\***

***OPEN MEETING SCHEUDLE— come to an open meeting!***

***October 4, 7:30P.M.***

***January 3, 7:30P.M.***

***PELHAM WEBSITE***

Please log on to the new website: [www.ThePelham.net](http://www.ThePelham.net) to register for a username and login.

***WELCOME SUMMER***

Now that the summer is here you are reminded that children are out of school and out playing and riding bikes. PLEASE DRIVE CAREFULLY and BE AWARE.

Only electric grills are permitted on the decks/balconies. Please not leave towels on the balcony railings. Also, only bona fide patio furniture is permitted. Storage of coolers, boxes, etc. on the balcony is prohibited.

Wind chimes are not permitted.

Feeding of stray cats is prohibited.

Planting pots must be on deck/balconies only. It is prohibited to put anything on the front, common porches or basement steps/landings due to trip hazard risk.

Please pick up after your dog.

For sales signs are not permitted to be displayed on the property, inside windows or on the balconies.

***CALL MULTIPLIER***

If you're not getting the Pelham telephone call broadcast messages you're missing out. We are able to transfer all the phone numbers from One Cal Now to Call Multiplier. However, we don't have telephone numbers for some owners/tenants. This could pose a problem in the event of an emergency. If you would like to register for Call Multiplier and start receiving broadcast telephone messages, please send an email to [MarybethH2@tc-mgt.com](mailto:MarybethH2@tc-mgt.com).



***WHICH ASSOCIATION IS RESPONSIBLE FOR WHAT????***

***Pelham vs. Flemington South Estates***

For work orders, concerns or questions about the grounds, planting beds, trees, shrubbery, sidewalks, roads, parking areas, trash, pool, pool passes or tennis courts, please contact Lauren Sandford, the property manager at Fleming South Estates and the Master Association for the Pelham community by calling 908-788-5265 or emailing to [MarybethH2@tc-mgt.com](mailto:MarybethH2@tc-mgt.com).

The Pelham Condominium and Towne & Country Management can only address issues related to the buildings. If you need a work order for a building issue call the main office at 732-212-8200 and our customer service staff will be happy to enter it for you.

**Please place your trash INSIDE the dumpsters, not on top or on the ground. Trash on the ground attracts vermin and wildlife. This is your home. Please keep it clean.**

***DELINQUENT ACCOUNT POLICY***

The Pelham delinquency policy is as follows: If payment is late the first month a Warning Letter will be sent. The second month payment is late a Final Warning Letter will be sent. If no response is received from the delinquent Unit Owner, the account will be referred to Legal and the owner will incur legal fees for all correspondence sent by the attorney, searches, liens and lawsuits. Legal fees for liens and personal lawsuits can be as high as \$700 or more. Unit Owners with delinquent accounts are encouraged to contact the Association as soon as possible to negotiate a payment plan so the delinquency amount does not spiral out of control with legal fees.

***PROPERTY MODIFICATIONS***

Reminder: Any exterior modification to your unit such as window and door replacement must first be approved by the Board in writing. A properly filled out Property Modification Form must be filled out. You can find the form on the community website, [www.ThePelham.net](http://www.ThePelham.net), or you can call Towne & Country at 732-212-8200 and request that one be mailed to you. The form must be returned along with a photo of the door and window you are planning to install along with a color sample. Photos are typically available in the manufacturer's brochure. A copy of the installer's certificate of insurance must also be returned with the form and photo before it will be approved.

***IMPORTANT CONTACT NUMBERS***

Police, Fire or First Aid Emergency.....	911
Police Non-Emergency.....	908-782-8889
Flemington Public Works Dept.....	908-782-2390
Township Recycling.....	908-782-1695
Electronics Recycling.....	908-788-1110
Raritan Township Municipal Office.....	908-806-6106
Comcast.....	1-800-COMCAST
JCP&L.....	1-800-662-3115
NJ American Water.....	1-800-272-1325





















## Inside Story Headline

This story can fit 150-200 words.

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While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler"

articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

*"To catch the reader's attention, place an interesting sentence or quote from the story here."*

### Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

## Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

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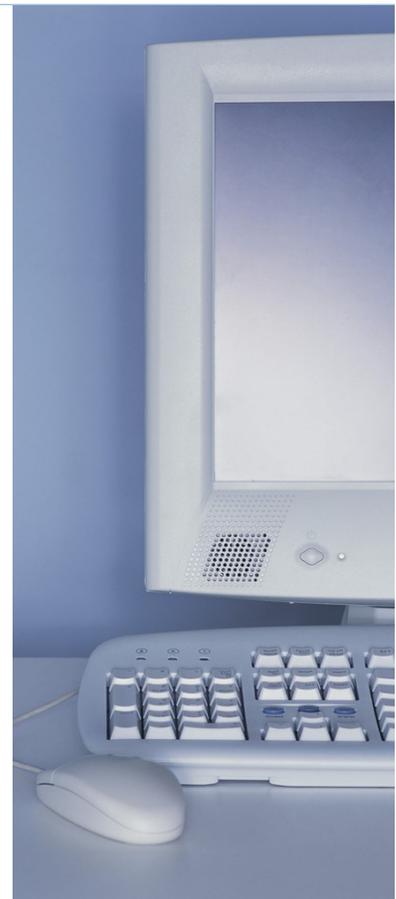
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## Your

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This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

## Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

## Your

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Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com

PLEASE  
PLACE  
STAMP  
HERE

Mailing Address Line 1  
Mailing Address Line 2  
Mailing Address Line 3  
Mailing Address Line 4  
Mailing Address Line 5