



Princeton Landing Living

A Resident's Handbook



2018

Forrestal Village Community Services Association

Website: www.princetonlanding.org

Forrestal Village Community Services Association

Princeton Landing

Management Contacts

First Services Residential

The Smith House at 400 Sayre Drive
(609)243-9292 Office (609)243-0094 Fax
After hour emergencies: (800) 870-0010

Office Hours

The office is open Monday through Friday
from 10 AM - 1 PM and 3 PM - 5 PM

Smith House Hours

Smith House amenities are available:
M - F 9 AM - 5 PM; M - F evenings 6 PM - 9 PM
Saturday and Sunday 10 AM - 6 PM

For current members of Management and the Board of Directors, Logon to our website and click on Member Login. The Directory will have the Management list through which Board members may be contacted.

Princeton Landing Living

Table of Contents

Welcome from the Board	4
About Princeton Landing	4
Amenities	6
Smith House	
Swimming Pools	
Tot Lot	
Sidewalks and Trails	
Tennis, Basketball and Handball Courts	
Gazebo and Dog Stations	
Municipal and Area Information	7
Princeton Landing Governance	8
Board and Committees	
Covenants Committee	
Parcel Committees	
Finances and Insurance	
Property Management	10
Repairs and Maintenance	
Work Orders	
Garbage Collection and Recycling	
Snow Removal	
Landscaping	
Census, Leasing, Communication	
Governing Documents Descriptions	12
Policy Resolution Descriptions	13
Supplementary Declaration of Covenants And Restrictions for each Parcel	17
Parcel Units and Models	18
Map of Princeton Landing	19

Welcome from the Board

We are pleased you selected Princeton Landing in which to live. It is a thriving community with many amenities for you to enjoy. This handbook was designed to help you get acquainted with features of the community. We hope you will participate in the many activities available here and meet many new friends in the process.

We invite and welcome volunteers to serve on one or more of the committees that help run the community. Please come to Board and committee meetings and let us know your views on the topics at hand. Your participation is a valued part of living in Princeton Landing. The Board of Directors welcomes you!

About Princeton Landing

Princeton Landing is a well-designed and beautifully appointed community containing 600 homes in a variety of housing styles from single family to town homes to condominiums, split into twelve Parcels. It is governed by the Forrestal Village Community Services Association Inc., a non-profit corporation, (FVCSA) in which every owner and lessee is a member with certain rights and obligations. The list of Governing Documents and Policies may be found at the end of this handbook and are available on our website at www.princetonlanding.org, on the management company's Portal or at the office of our management company, located on the second floor of the Smith House at 400 Sayre Drive.



***There is a 25
mph speed
limit on the
loop road so
drive carefully
and walk on
the sidewalk!***

Amenities



Smith House, Our Club House. The Smith House at 400 Sayre Drive is a Georgian style mansion constructed in the early 1900s for the Director of the Rockefeller Institute for Research. It serves as our club house for both meetings and social events. With its paved courtyard, the Smith House is a genteel setting for private parties available for rental by residents (max. occupancy 120).

The Management Office is located on the second floor of the Smith House. The office hours and other open hours for the Smith House can be found on page two of this handbook. They are also posted at the side entrance and on the Portal. Visitors must sign in at the monitor's office on the first floor when the office is closed.

The Smith House facilities include several meeting rooms, a piano, three TVs, a computer station, a children's room, an exercise area, pool and ping pong tables. The kitchen is available for serving at social events and private parties.

Social Events. Our Social Committee is made up of volunteers and hosts many gatherings during the year for residents of all ages. We sponsor pot luck dinners, children's shows, musical events, art shows, and monthly cocktail parties, as well as bagels and coffee breakfasts. These events are good ways to meet neighbors. They add to the sense of community and security because we get to know each other while we visit!

Swimming Pools. Next to the Smith House is one of two full-sized swimming pools. The second is located in Parcel I. Both pools have small



pool areas for non-swimmers. The pools are open to all residents with recreation badges from about Memorial Day through Labor Day. Residents are required to sign in with the lifeguards who enforce the pool rules which are derived from state law, safety and insurance considerations and are posted at the pool entrances. Days and hours the pools are open are announced at the beginning of each season.



Tot Lot. A children's playground with a jungle gym is located next to the pool in Parcel I.

Sidewalks and Trails. There is a one-mile long oval loop road around which the twelve parcels are located. Walkers and cyclists take advantage of the road, sidewalks and walkways that transverse the parcels. Several areas in Princeton Landing are preserved as open meadows. Princeton Landing is also adjacent to Carnegie Lake with the tow path that runs the length of the Delaware-Raritan Canal and is frequented by cyclists and walkers.

Tennis, Basketball and Handball Courts. There are four tennis courts painted to match those at the US Open. These courts are open all year although most nets are taken down in late fall. Located next to the tennis courts is a one half basketball court with a wall that also serves as a tennis practice and handball court.



Gazebo. The gazebo in Parcel II on the loop road serves as a school bus stop, a resting place for walkers and a meeting place for residents.



Dog Stations. There are several stations along the loop road and paths in which to deposit the refuse. Dog owners are required to pick up after their pets.



Municipal and Area Information

Although Princeton Landing has a Princeton mailing address, it is located in Plainsboro Township in Middlesex County. Children attend the West Windsor-Plainsboro School District, one of the highest ranked in the state. The greater Princeton area offers a wealth of cultural, educational and social activities. Local newspapers include the daily Trenton Times, once-weekly Princeton Packet, weekly Town Topics and free biweekly West Windsor & Plainsboro News.

The Plainsboro Township Municipal Building at **641 Plainsboro Road** and Police Department are located just off Scudders Mill Road at the intersection with Dey Road. The Clerk's office handles voter registration, absentee ballots, pet licensing, passports building permits and more. The Municipal Court and Taxation offices are located there as well. The library is located nearby in the town center. Animal control calls may be made to (609) 799-2333.

The Township mails a quarterly bulletin to all residents listing its services and events. **The Municipal offices may be reached at (609) 799-0909.**

The Police Department is next door to the Municipal Building. It sponsors several outreach services to residents including the Pro Cop program as well as elder and vacation home checks. For non-emergency calls to the Police Department call (609)799-2333, for the Fire Department call (609) 799-0492, and for the Plainsboro Rescue Squad call (609) 799-2180. **The Plainsboro Rescue Squad and the Police/Fire Departments are available for emergencies by calling 911.**

Princeton Landing Governance

Board and Committees. The FVCSA Declaration of Covenants and Restrictions, Bylaws and Policy Resolutions (PR) establish the overall governance of the community. The seven-member Board of Directors serve staggered two-year terms. The Board sets policy, approves budgets, and approves contracts for property management, landscape maintenance, snow removal, garbage removal, tree maintenance, insurance and others. The Board also evaluates performance of all contracts and sub-contracts.

The Board appoints members of the Covenants, Landscape and Election Committees.

Meetings are held monthly at the Smith House and are open to all residents. Dates/times are posted on the website calendar and in the newsletter. Elections for the Board of Directors are held each November with the results announced on the first Tuesday of December at the Annual Meeting. Residents have two votes per unit in FVCSA affairs. Homeowners with lessees divide those two votes with each having one vote.

Volunteers serve on the Covenants, Landscape, Social-Recreation, Election and other ad hoc committees. The names of the current members of the Board and various committees are posted on the Website/Portal under My Community-Directory.

Covenants Committee. There are Covenants, Architectural (PR 21 and 22) and Landscape Guidelines (PR 23) which must be followed in order to preserve the superior property values of our community. The attractiveness of the entire community relies upon all homeowners and residents following these guidelines to maintain the high aesthetic standards. To attain this goal homeowners and residents agree to abide by the governing documents of the FVCSA upon moving to Princeton Landing. Management makes periodic inspections to ensure the rules are being followed. The restrictions are specified in the Public Offering Statement of Princeton Landing at Forrestal Village (vol. I-II) provided by the seller at closing as well as the Master and Supplementary Declarations of Covenants and Restrictions for the FVCSA and parcels. Additional rules are adopted by the Board as Policy Resolutions (PRs). These policies govern resident responsibilities (e.g., parking, pets, antennas, and use of the common areas) and are posted on our website under Governing Docs. or on the Portal under My Community-Forms and Documents-Resolutions. They may also be viewed at the Management office (see list at the end of this handbook).

Residents may apply for architectural or landscape changes to the exterior of their home or landscaping by submitting an application to the Covenants Committee or Landscape Sub-Committee respectively. These applications and instructions are available on our Portal and at the Management office. Only after a favorable ruling by the

appropriate committee may those changes be made. Fines may be levied for violations.

Parcels. The community is divided into twelve parcels (listed on p.17), each with their own committee of four or more residents elected each November at their annual meetings. The parcel committee's authority is limited to advising the Board regarding their parcel's budget and monthly maintenance fee, along with architectural and landscaping projects within their parcel. A majority vote of the committee is needed to make recommendations to the Board. The parcel committees work with Management to develop the scope and specifications for parcel projects. Management oversees the contractor, monitors the project's progress and reports back to the Parcel Committee. A map posted on our Portal and at the end of this handbook shows the location of each parcel and the house numbers found within them. Current Parcel Committee members are also posted on the Website/Portal.

Finances. The annual calendar year budget of over three million dollars is prepared by Management and the Board of Directors with input from each of the parcel committees. The next year's budget is adopted at the Annual Meeting on the first Tuesday of December. The adopted budget for each of the 15 cost centers (12 Parcels, General Fund, Smith House, Pool) and other financial reports and audits are posted regularly on our Portal or may be viewed at the Management Office.

Revenues primarily come from homeowner maintenance fees due the first of the month. Residents may authorize electronic payment of these fees through their bank or our Portal (see Management to make arrangements). ***A late fee is assessed if the maintenance fee is not received by the 15th of the month. Legal fees accrued for any collection of arrears are charged to the homeowner.***

The monthly fees cover all the amenities, landscaping and property management, repairs, snow removal, tree maintenance, garbage collection, exterior painting, gutter cleaning, as well as savings for major capital expenditures (e.g., roofs, skylights, roads, deck replacements). Any budgeted expenditure over \$5,000 must be approved by the Board. Major parcel repairs are paid from capital and deferred maintenance reserves and, when needed, by special assessments which must be approved by a majority vote of two-thirds of the parcel homeowners.

Insurance. Homeowners are billed over a three month period early in the year for their share of the FVCSA's Property and Liability insurance, except for Parcel II. Although Parcel II residents share in the FVCSA's liability insurance, their Declarations of Covenants and Restrictions require each owner to purchase their own full replacement value property insurance and provide a certificate to Management to that effect. It is recommended that homeowners in Parcel II carry HO-3 or HO-5 insurance.

Homeowners in Parcels I, and III-XII are encouraged to carry HO-6 insurance for any upgrade or improvement in cabinetry, flooring, appliance or tile that was not included in the original specification of the home and liability for events which occur on their property.

Insuring one's personal property within your home is at your option. Please see your own insurance agent for the insurance coverage you should carry to protect your assets.

Except for Parcel I, homeowners are responsible for the water line connection, as well as the removal of blockage and sewer line repair between their home and the main sewer line if the line serves only one living unit (PR 21). Insurance for the water and sewer line protection may be purchased from NJ American Water. Detailed insurance requirements and options are posted on the Portal.

Communication. Our Website/Portal is the major means of communication among the owners, residents, Board, and Management. It has a public screen (About Us, Management Contacts, Governing Docs.) available to homeowners, residents and the public on the website **www.princetonlanding.org**. For homeowners and residents, there is a link to the Portal to our property management company, **FirstService Residential**. Access is provided through a secure portal by means of a 4-digit pin code (pass code) which homeowners and residents can acquire by completing an annual census form. Online, you may request a pin number at:

<http://northeast.fsrconnect.com/PrincetonLanding>.

Once you've logged in to **Portal**, homeowners and residents may view information under My Community (download forms and reports; calendar, community details, reports, submit and track work orders; and contact the manager). My Account shows your account history and your contact information.

Homeowners and residents are notified of new postings to the Portal. *Official announcements and newsletters are emailed to those who have an email address listed on the Portal. Others will receive them by USPS.*

Property Management

The Board hires a professional management company to maintain the community through our Management Standards Agreement. Management is responsible for maintaining the property as well as providing administrative and financial services. Management has an on-site office on the second floor of the Smith House. **The office is open Monday through Friday from 10 AM - 1 PM and 3 PM - 5 PM. If you want to speak with one of the on-site management personnel, it is best to make an appointment in advance.**

Management maintains the financial accounts for the FVCSA and each of its parcels. They are also responsible for collecting monthly maintenance fees, annual insurance payments and any assessments. Management may be contacted online through the Website/Portal listed inside front cover of this handbook and posted on our website.

Management may be reached during office hours at 609-243-9292. If you have an emergency after hours, please call: 800-870-0010. Call 911 for police or fire.

Repairs and Maintenance. The FVCSA and your Parcel are responsible for maintaining the common areas and facilities as well as the individual lots and exterior of the homes (e.g., wood siding, stucco, caulking, roofs, skylights, gutters, leaders, decks, deck steps and railings). In Parcel I, the common elements of the large condo buildings are also maintained, including the hallways and laundry rooms. (See Supplementary Declarations of Covenants and Restrictions for Parcel 1 on the Portal). Costs are paid through the repair and maintenance budgets and reserves for the respective parcels. Homeowners are responsible for all exterior doors, windows (except skylights), dryer vents, radon remediation, and all interior changes, additions and repairs (see PR 21).

Work Orders. Work orders are the means of requesting repairs of the exterior of the home (e.g., fallen downspout, leaks, tree limbs, dead or dying plants and shrubs). In

Parcel I, some interior changes are also covered by work orders. Minor repairs are conducted by Management's maintenance staff. Larger repairs may require outside contractors. For efficiency, parcel-wide projects may supersede individual repair requests. Work order requests may be submitted to Management through our Portal, or by using the form in a box by the side door of the Smith House or at the Management office. The homeowner will be notified of the status of the work order through the Portal and email.

Garbage Collection and Recycling. Garbage is collected on Tuesdays and Fridays. Bagged garbage in covered containers may be set out no earlier than the evening before collection. Bulk pickup for small items is done on Friday as well. *Call Management to arrange pickup of larger items.* Plastic, glass, cardboard and paper are collected for recycling every other Monday. Residents are notified of schedule changes on the Portal Calendar and email. **Parcel I residents have dumpsters available for their exclusive use and are not to be used for bulk disposal or by other Parcels. Subcontractors are prohibited from using these dumpsters and must remove their own waste.**

Snow Removal. Management supervises the contractor hired to remove snow. The priorities for snow removal are loop road, parcel roads and parking lots, Parcel I and II sidewalks, and driveways. The remaining parcels are cleared on a rotating schedule. Residents who need to have rapid access out (such as, emergency personnel, ill health or disabilities) should ask Management for priority for snow removal. Snow procedures are posted on our Portal.

Landscaping. The beauty of the landscaping and the lushness of the mature trees and shrubs is one of the reasons purchasers are attracted to Princeton Landing. At their own expense, homeowners may install plants (from the approved list) in the beds immediately adjacent to their homes. In order to maintain the fine appearance of the community, alterations and additions require approval by the Landscape Committee in accordance with Policy Resolution 23 (posted on our Portal with the approved plant lists). The Landscape Sub-Committee advises the Board on all landscape issues. It is composed of one member from each parcel and one at-large member responsible for all non-parcel common areas. The dates for the Landscape Committee meetings are posted on the Portal Calendar.

The FVCSA hires a professional landscape company to maintain the lawn, trees and shrubs in the community. Parcel budgets are charged for their portion of these contracts. The parcel budget also pays for landscape improvements like additional plantings and expenses such as those for trimming trees and removal of dead trees.

Policy Resolution 23 permits homeowners to plant and maintain annuals (excluding herbs, spices and vegetables) in their own beds without approval. Residents should see their parcel landscape chair for approval of any other plantings, even those they are paying for themselves. In some cases a landscape change application may be required (it can be downloaded from the Portal). Some parcels have a lawn sprinkler system which is intended to irrigate the lawns. Watering of trees and shrubs are homeowner responsibilities as are plantings and drainage within the atriiums of some homes.

Leasing. Homeowners may lease their homes to others, but must provide a copy of the lease to Management and fully inform their lessees of their responsibility to follow the rules of the FVCSA. Rooms may not be sublet. Homeowners and lessees each have one vote in FVCSA elections and ballot polls. Airbnb type arrangements are not allowed.

Census. Residents are required to submit a census form each spring, be current in their maintenance fees and be in good standing in order to be eligible for pool badges. Badges may be picked up at the Smith House during weekdays.

Communication. Management and the Board notify homeowners and residents of important information through email blasts (to those with email addresses as reported on the census) and by a monthly newsletter.

Governing Documents Descriptions

***Disclaimer:** The documents on the website and Portal are facsimiles and not actual copies of the original signed documents. Updates are added to the website and Portal as they become available. The originals are available at the Smith House from Management.*

AR48 - Alternative Dispute Resolution creates a fair process for resolving disputes between homeowners and the FVCSA regarding housing related disputes.

AR 54 - Records Retention Schedule

AR 55 - Employee Misconduct describes how to file a complaint regarding an FVCSA employee (none are currently employed)

AR 57 - Dog Path Walkway

AR 58 - Parcel I Restoration

Articles of Incorporation - The legal document establishing the FVCSA

Bylaws describe the governing operation of the FVCSA Board and other committees

Master Declaration of Covenants and Restrictions describes the formal requirements and operation of the FVCSA and its homeowners

Management Standards Agreement (Exhibit D) describes the requirements of Management of the FVCSA

Policy Resolutions Descriptions Rules and Regulations of the FVCSA

1 - Board Resolutions and Manner of Recording describes the nature of Board resolutions and their record-keeping

2 - Policy of Considering and Adopting Policy Resolutions describes how the resolutions are considered and adopted including the required notice to homeowners and residents

11 - Process of Considering and Adopting Administrative Resolutions describes the nature of administrative resolutions and the requirements for their adoption

13 - Process of Considering and Adopting General

- Resolutions describes the nature of policy resolutions and the requirements for their adoption
- 14 - Parking describes the rights, use and restrictions on parking
 - 15 - Pets describes the guidelines for keeping pets, the prohibition against making a public nuisance and procedures for solving pet problems
 - 16 - Tennis and Basketball Court Rules describes the rules for use of these courts
 - 17 - Use of the Common Area describes the uses of common areas that are permitted and not permitted
 - 18 - Use of Common Open Space describes the restrictions of certain activities in the common areas unless special permission is obtained
 - 19 - Swimming Pool Rules describes the rules governing the use of the Smith House and Parcel I pools. These rules incorporate the NJ state requirements as well as the FVCSA requirements
 - 20 - Outside Storage of Firewood describes the rules for keeping firewood to guard against unsightly storage and insect infestation
 - 21 - Association and Homeowner Maintenance Responsibilities delineates the extensive responsibilities of the FVCSA and Homeowners respectively
 - 22 - Architectural Review Procedures and Guidelines describes the application process for altering or adding to the exterior of homes. Such applications are considered for approval by the Covenants Committee
 - 23 - Landscaping Review Procedures and Guidelines describes the application process for altering or adding landscaping elements to the property. Such applications are considered for approval by the Landscape Committee
 - 24 - Membership of the Covenants Committee describes the number of members of the Covenants Committee who are charged with maintaining the architectural standards in the community
 - 25 - Fund Raising Events at the Smith House describes the conditions for using the Smith House for a fund raising event
 - 26 - Rules and Regulations for Use and Rental of the Smith House describes the conditions for the use of the Smith

House and the requirements for renting it for a private event

- 27 - Municipal Reimbursement Policies authorizes an agreement with Plainsboro for reimbursement for snow removal, street lighting and road maintenance
- 28 - Rules for Installation of Antennas describes the requirements for installation of antennas for receipt of video programming services and the FVCSA and Homeowner responsibilities
- 29 - Parcel Committees describes the nature of the parcel committees, their election, meetings, and authority regarding recommendations for assessments, parcel projects, actions that impact homeowners and residents, budgets, voting requirements, and parcel projects.
- 30 - Investment Policy for Reserves describes the purpose, goals and objective, governance in the management of the investment portfolio for the Operating Reserve Fund, Deferred Maintenance Fund, and the Capital repair and Replacement Fund
- 31 - Maintenance of Atrium Trees and Plants describes the homeowner's responsibility for all trees, shrubs and other vegetation planted within the atrium of their home
- 32 - Parcel VII Roof Special Assessment describes the contractual requirements of the Parcel VII residents for the assessment and loan to fund their 2011 roofing project
- 50 - Disposition of FRT Litigation Proceeds delineates the disposition of the mediation settlement funds to the FVCSA and its parcels
- 51 - Reserve Fund Policies describes the funding goals that govern minimum balances and contributions to the Capital Fund for all parcels
- 52 - Election of Board of Directors describes the election procedures that govern the election of members of the Board of Directors
- 53 - Security Cameras describes the FVCSA and Homeowner responsibilities regarding the installation of security cameras.
- 54 - Installation of Generators describes the requirements needed to install an individual generator for a home.
- 55 – Solar Panels

Supplementary Declarations of Covenants and Restrictions For Each Parcel

These documents describe the responsibilities of the FVCSA and Homeowners regarding each individual parcel. These responsibilities are in addition to those described in the overall Declaration of Covenants and Restrictions. They are posted on our website and Portal.

The unit addresses in each parcel are listed below followed by the list of parcel committee members and a map of the parcel locations within the community.

Parcel Units and Models

Parcel	# Units	Style	Unit Numbers
I	120	96 Condos 24 Townhouses Durham; Chelsea	1100-3331 4400-4446
II	68	Townhouses A-27; B-27; C-14	A: 1-27 B: 28-54 C:55-68
III	44	Courtyard McCarter; Landing; Harrison; Carnegie	70-113
IV	50	Atrium A-22; B-14; C-14 Palmer; Raritan, Sayre, Nassau	A: 120-141 B: 160-173 C: 250-263
V	42	Atrium A-24; B-18 Raritan; Palmer; Sayre; Nassau	A: 330-353 B: 370-389
VI	47	Villas Alexander; Middlesex; Forrestal; Palmer	180-242
VII	47	Signature James Madison, Woodrow Wilson	270-316
VIII	28	Courtyard Landing; McCarter; Carnegie; Harrison	401-428
IX	36	Atrium Townhouses; Courtyard Harrison; McCarter; Landing; Carnegie	440-475
X	38	Courtyard A-14; B-14; C-10 Alexander; Middlesex; McCarter; Landing; Harrison; Sayre; Palmer; Stevenson; Forrestal; Stockton; Witherspoon; Raritan	A: 580-593 B: 560-573 C: 491-501
XI	36	Courtyard Raritan; McCarter; Landing; Carnegie; Harrison	510-545
XII	44	Courtyard A-36; B-8 Landing; Carnegie; Harrison; McCarter	A: 600-635 B:701-708
Total	600		

Map of Princeton Landing

There is an emergency access road located between **Parcel VII and VIII** which leads down to Carnegie Lake and the Tow Path.

