



# Twin Rivers Community Trust

92 Twin Rivers Drive West  
East Windsor, NJ 08520

Tel: 609-443-1113  
Fax: 609-443-5641

Unit Address: \_\_\_\_\_

## Twin Rivers Community Trust Leasing Checklist

Is this a New or Renewal Lease?

**New Lease**

**Renewal Lease**

Unit Leasing Application

Copy of New Lease

- Name, address, & telephone number of owner(s)
- Address of Unit
- Names of all tenants authorized to reside in unit-ages of children
- Term of Lease (Minimum of one year)
- Minimum Required Info (items 26, 27, 28)
- Signed by property owner & tenant

Unit Leasing Application

Copy of Renewal Lease or Lease Addendum

\$100 Application Fee check payable to T.R.C.T

Tenancy- Not to exceed FHA guidelines

1 bedroom- maximum 2 people  
 2 bedroom- maximum 4 people  
 3 bedroom- maximum 6 people  
 4 bedroom- maximum 8 people

\$100 Application Fee check payable to T.R.C.T

Tenants Agreement- Must be either notarized or signed by the Tenants at the Trust office.

Tenancy- Not to exceed FHA guidelines

1 bedroom- maximum 2 people  
 2 bedroom- maximum 4 people  
 3 bedroom- maximum 6 people  
 4 bedroom- maximum 8 people

**TWIN RIVERS COMMUNITY TRUST  
92 TWIN RIVERS DRIVE WEST  
EAST WINDSOR, NEW JERSEY 08520  
TELEPHONE #609-443-1113 FAX #609-443-5641  
UNIT LEASING APPLICATION**

**TO BE COMPLETED BY APPLICANT**

DATE \_\_\_\_\_  
OWNER(S) NAME(S) \_\_\_\_\_  
UNIT ADDRESS \_\_\_\_\_  
MAILING ADDRESS OF OWNER(S) \_\_\_\_\_

PHONE NUMBERS HOME \_\_\_\_\_ FAX \_\_\_\_\_  
WORK \_\_\_\_\_ CELL \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

NAME(S) OF TENANTS \_\_\_\_\_  
\_\_\_\_\_

LEASE FORM (executed & enclosed) \_\_\_\_\_  
DATE OF LEASE COMMENCEMENT \_\_\_\_\_  
DATE OF LEASE EXPIRATION \_\_\_\_\_  
NEW LEASE \_\_\_\_\_ RENEWAL LEASE \_\_\_\_\_ (please check one)

**\*I the undersigned property owner and/or agent agree that if a conditional approval is granted as a result of architectural or minimum maintenance violations listed below, I will have said violations corrected within 60 days from date of approval.**

**APPLICATION FEE (PAYABLE TO TWIN RIVERS COMMUNITY TRUST) - \$100.00  
ENCLOSED \_\_\_\_\_**

\_\_\_\_\_  
SIGNATURE OF UNIT OWNER(S)

**APPLICATION WILL NOT BE PROCESSED UNLESS COMPLETE**

**\*TENANT(S) MUST SIGN A TENANTS AGREEMENT\***

**\*\*A UNIT OCCUPIED PRIOR TO LEASE APPROVAL IS SUBJECT TO A FINE OF  
\$100 ON THE FIRST DAY OF PRIOR OCCUPANCY AND \$20 PER DAY  
THEREAFTER FOR A MAXIMUM OF \$5,000\*\***



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## LEASE ADDENDUM

This document, known as the "addendum", is created this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ shall be added to the lease agreement dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Homeowner known as \_\_\_\_\_ and the Tenant known as \_\_\_\_\_ for the leased property located at \_\_\_\_\_. The lease has been extended for \_\_\_\_ year(s) from the start date of \_\_\_\_\_ to the end date of \_\_\_\_\_.

\_\_\_\_\_  
Homeowner's Name

\_\_\_\_\_  
Tenant's Name

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

RESOLUTION 2019-02  
TWIN RIVERS HOMEOWNERS ASSOCIATION  
AS TRUSTEE FOR THE TWIN RIVERS COMMUNITY TRUST

Amended Protocol for Placement into Compulsory Compliance

WHEREAS, at a meeting on February 14, 2019 of the Board of Directors of the Twin Rivers Homeowners Association, as Trustee for the Twin Rivers Community Trust, directed that a policy regarding compulsory compliance with architectural standards needed be adopted.

WHEREAS, the Twin Rivers Indenture was adopted on the 13<sup>th</sup> day of November, 1969 by the Twin Rivers Holding Company and First Charter National Bank (the predecessor of the Twin Rivers Homeowners Association as Trustee); and

WHEREAS, the Board of Trustees of the Twin Rivers Homeowners Association have, pursuant to Resolution 2018-07 pertaining to protocol for placement into compulsory compliance resulting from assumed violations; and

WHEREAS, the Board has deemed that residents are allowing their residences to fall below required standard resulting in diminishment of neighbors' quality of life and decrease in property value.

NOW, THEREFORE, BE IT RESOLVED, that the Twin Rivers Homeowners Association as Trustee for the Twin Rivers Community Trust pursuant to the authority and power conferred upon it by the Trust Indenture, adopts Resolution 2019-02, as follows:

1. Compulsory Compliance resulting from annual inspection
  - a. Annual inspections are sent to owner(s) of townhouses and detached houses with the past/current violations, per architectural standards.
  - b. Homeowner is given 21 days to submit a 'Request for Exterior Work' form for all required repairs. A schedule for repairs may be substituted at the discretion of Design Review department.
  - c. Corrective repair(s) and/or installation(s) must be completed within 120 days from date of annual inspection.
  - d. If action is not taken within 21 days, \$50 is assessed and letter is sent to homeowner noting potential for placement into compulsory compliance.
  - e. Design Review department will supply Board of Director's attorney with a list of violations and any relevant communications with homeowner. The owner is now to communicate with attorney's office and not with Design Review department
  - f. Attorney will send letter toward satisfaction of the violation(s) or contract with timeline for repair(s). Owner has 14 days to respond.
  - g. Owner will be placed in legal suit if 14 day period elapses without required repair or contract-to-repair.

2. Compulsory Compliance resulting from closing inspection
  - a. Closing inspection is sent to attorneys and other designates of buyer and seller
  - b. Homeowner is given 21 days from date of closing to submit a 'Request for Exterior Work' form for all required repairs. A schedule for repairs may be substituted at the discretion of Design Review department.
  - c. Corrective repair(s) and/or installation(s) must be completed within 120 days from date of closing.
  - d. See 1d-1g above.
  
3. Compulsory Compliance resulting from need-for-immediate-repair
  - a. Inspection identifying need-for-immediate-repair is conducted, for example:
    - i. gutter damage that could damage foundation of residences
    - ii. roof damage that could result in animal entry
    - iii. overgrown landscaping that could result in animal infestation
  - b. First notification is sent to homeowner. Homeowner is given 21 days to make required repairs.
  - c. See 1d-1g above
  
4. Compulsory Compliance resulting from Unit Leasing inspection
  - a. Upon receipt of a complete Unit Leasing Application, an exterior inspection is conducted
    - i. If the inspection is for a renewal application and there are violation(s), we grant a conditional approval allowing 60 days to have the violations corrected, if the violations are not corrected, as indicated, the conditional approval is revoked and the fine begins.
    - ii. If the inspection is for a new lease and there are violation(s), we reject the application until the violation(s) are corrected to Trust standards.
  - b. If the homeowner(s), allows the tenant(s) to occupy said property prior to approval, a fine of \$100 for the first day and \$20 per day thereafter is assessed. Fine not to exceed \$5000.

BE IT FURTHER RESOLVED that the printing of this Resolution in its entirety in the community newsletter publication, or its successors or assigns, shall be deemed to be proper notice to all residents of the Twin Rivers development, and the said Resolution shall remain on record on the books of the Twin Rivers Community Trust.

ATTEST:

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Marc Platizky, Secretary

Duly approved by the Board of Trustees  
At their meeting of February 14, 2019



# TWIN RIVERS COMMUNITY

## PARKING REGULATIONS

When Twin Rivers was built in 1969, the community was designed with only 1.5 parking spaces per residence. Today, many families have two or more vehicles; therefore, the Twin Rivers parking regulations are important to everyone.

When every owner in Twin Rivers purchased their home, they agreed to abide by the communities Declaration of Restrictions and Reservations of Easements; it is part of your property deed. A section of this document restricts certain types of vehicles from parking in any lot. Over the last fifty years, as vehicle types have changed, your Homeowners Association has clarified through resolutions what these restrictions mean.

Individually, the resolutions can be challenging to understand. This flyer is designed to help the homeowner avoid violation fines.

### **VEHICLE TYPES THAT ARE NOT ALLOWED TO PARK IN ANY PARKING LOT, DETACHED HOME DRIVEWAYS, OR ANY TWIN RIVERS PRIVATE ROAD:**

- NO TRUCKS-If it has a bed, a box, cover/cap or four (4) doors, it is a truck.
- NO RECREATIONAL VEHICLES
- NO TRAILERS of any kind.
- NO BOATS of any kind
- NO COMMERCIAL VEHICLES- This includes every type of motor-driven vehicle used for commercial purposes. If it has a name, address, or phone number on the side of your vehicle, it is a commercial vehicle.
- NO VANS without side and rear windows and without rear passenger seats.
- NO MOTORCYCLES -However, you can walk them over the walkway and store them in your back yard.
- NO VEHICLES WITH ONLY ONE LICENSE PLATE PER NEW JERSEY STATE LAW New Jersey Statutes Title 39. Motor Vehicles and Traffic Regulation 39: 3-33- excludes states that only issue one plate.

### **VEHICLE IMPROPERLY PARKED IN ANY PARKING LOT OR TWIN RIVERS PRIVATE ROAD:**

Any vehicle not parked in a designated parking space will receive a violation fine and/or towed at the vehicle's owner expense:

- DO NOT double park.
- DO NOT park on any lawn.
- DO NOT park or drive on any fire lane or sidewalk.
- DO NOT park overnight in the Twin Rivers Library/Community Room parking lot.
- DO NOT park in yellow striped areas & no parking zone. Any vehicle parked in these areas, regardless of time of day/night, will be ticketed and towed, without warning. The towing expense will be the responsibility of the vehicle owner.

**VEHICLE REPAIRS PROHIBITED:**

- Any type of vehicle repairs or maintenance. Flat tire replacement is permitted. No jack stands can be left unattended.
- Violators are subject to fines including costs to repair damaged blacktop.

**FIRST RESPONDER SPACES:**

First responder spaces are provided to active members of the East Windsor Volunteer Fire Companies and Rescue Squads. The Trust will confirm if the resident is active in the Fire Companies and/or Rescue Squad. Please note: In a parking lot with reserved parking spaces an owner must choose between a first responder reserved parking space and a regular reserved numbered space. All parking regulations apply.

*See Resolution 2022-02 Supplementing Parking Regulations*

**SNOWSTORM PARKING:**

After one inch of snow has fallen, trucks, commercial vehicles, and restricted vans are permitted to park on designated streets. These restricted vehicles must be removed 24 hours after the snow has stopped.

*See Resolution 2015-04 Snow Parking Regulations.*

**WHERE UNAUTHORIZED VEHICLES CAN PARK:**

On East Windsor Township roads: Twin Rivers Drive, Twin Rivers Drive North, Probasco Road and Lake Drive.

Please Note: Trailers not attached to a vehicle can only park in the East Windsor Township’s rural parking zone located along farmland on Probasco Road and a small section of Lake Drive.

**VEHICLE STORAGE & ABANDONMENT:**

- If a vehicle sits in the same place for more than twenty-one (21) days, it can be cited as stored. If a vehicle is inoperable: such as having flat tires or missing license plates, it can be cited as stored.
- Once a vehicle is ticketed as stored, the owner has seven (7) days to either remove the vehicle or bring the vehicle to the Trust office once per month for six months for an odometer reading to prove that the vehicle is driven more than fifty (50) miles per month.
- Failure to adhere to the stored vehicle resolution will result in the vehicle being towed and impounded at the owner’s expense.

*See Resolution 2016-08 Stored Cars.*

**ASSIGNED PARKING SPACES:**

Not all lots have assigned parking spaces. Each court gets to decide if they want to have assigned parking by a vote set up through the Association’s parking committee. In an assigned parking lot, each unit receives one (1) reserved numbered space.

*See Resolution 2019-08 Amended Assigned Parking Space*

**ACCESSIBLE PARKING SPACES:**

Accessible parking spaces are installed as requested. A copy of the owner’s accessible hangtag and permit must be presented to the Trust office before a sign will be installed.

- Please note: In a parking lot with assigned parking spaces an owner must choose between a accessible space or a regular assigned/numbered space.
- Accessible parking space is never assigned to an individual and may be used by any vehicle with the appropriate government placard or plate.

*See Resolution 2022-05 Accessible Parking Spaces.*

**PARKING REGULATION ENFORCEMENT:**

- Twin Rivers Community Trust parking enforcement personnel patrol the community on a regular basis for violations of Section 8 of the Declaration of Restrictions & Reservations of Easements for the Community of Twin Rivers.
- Vehicles in violation receive a numbered violation fine. The plate number and the location of vehicle is recorded at the Trust office.

- **First violation - \$50**
- **Second violation - \$100**
- **Third & subsequent violation - \$200, plus towing at owner’s expense**

If there are no violations for a twelve (12) month period, the next violation is considered a first violation.

*See Resolution 2019-12 Parking Violation Fines*

**ALL OF THE ABOVE RESOLUTIONS CAN BE FOUND ON THE TWIN RIVERS COMMUNITY WEBSITE AT: <https://twinrivers-nj.com/administrative/resolution-archive/>**





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East Windsor, NJ 08520

Email: [leasing@twinrivers-nj.com](mailto:leasing@twinrivers-nj.com)

Tel: 609-443-1113

Fax: 609-443-5641

Website: [twinrivers-nj.com](http://twinrivers-nj.com)

Dear Homeowner,

Please fill in the information below, if you wish to waive your rights to the amenities allowing your tenants to use the facilities for this summer.

NAMES OF TENANTS

DATE OF BIRTH  
OF CHILDREN

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LEASE EXPIRATION DATE

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SIGNATURE OF HOMEOWNER

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UNIT ADDRESS

**Photo sessions begin May 2019 this year. Please return this form as soon as possible, since your tenant cannot be issued pool passes without your waiver consent.**

**Twin Rivers Community Trust**

***THIS FORM MUST BE COMPLETED BY THE HOMEOWNER ANNUALLY***