

COUNTRY WALK OF LAKE RIDGE HOMEOWNERS ASSOCIATION, INC.

GOVERNING DOCUMENTS

Amendments



**Ocean County
Document Summary Sheet**

OCEAN COUNTY CLERK
PO BOX 2191
COURTHOUSE
TOMS RIVER NJ 08754

INSTR # 2025079029
OR BK 20156 PG 1086
RECORDED 10/07/2025 10:01:35 AM
JOHN CATALANO, ACTING COUNTY CLERK
OCEAN COUNTY, NEW JERSEY
RECORDING FEES 65.00

Official Use Only

Transaction Identification Number

7885635

9695689

Submission Date(mm/dd/yyyy)

10/07/2025

No. of Pages (excluding Summary Sheet)

3

Recording Fee (excluding transfer tax)

\$75.00

Realty Transfer Tax

\$0.00

Total Amount

\$75.00

Document Type

DEED AGREEMENT

Municipal Codes

MANCHESTER TOWNSHIP

19

Batch Type

L2 - LEVEL 2 (WITH IMAGES)

1378568

Return Address (for recorded documents)

HILL WALLACK, LLP

21 ROSZEL ROAD P. O. BOX 5226
PRINCETON, NJ 08540

Additional Information (Official Use Only)

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**Ocean County
Document Summary Sheet**

DEED AGREEMENT	Type		DEED AGREEMENT			
	Consideration					
	Submitted By		SIMPLIFILE, LLC. (SIMPLIFILE)			
	Document Date		09/09/2025			
	Reference Info					
	Book ID		Book	Beginning Page	Instrument No.	Recorded/File Date
			19540	1207		
	GRANTOR		Name		Address	
			COUNTRY WALK OF LAKE RIDGE HOMEOWNERS ASSOCIATION INC		1 COUNTRY WALK BLVD, MANCHESTER, NJ 08759	
	GRANTEE		Name		Address	
			COUNTRY WALK OF LAKE RIDGE HOMEOWNERS ASSOCIATION INC		1 COUNTRY WALK BLVD, MANCHESTER, NJ 08759	
	Parcel Info					
	Property Type		Tax Dist.	Block	Lot	Qualifier

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COUNTRY WALK OF LAKE RIDGE HOMEOWNERS ASSOCIATION, INC.
AMENDMENT TO DECLARATION AND BY-LAWS

WHEREAS, the original Declaration of Restrictive and Protective Covenants was filed with the Ocean County Clerk on March 23, 2004 at Book 11979, Page 1130, et. Seq. (the "Declaration"); and

WHEREAS, the original Bylaws of the Association were attached as Exhibit D to the Declaration; and

WHEREAS the original Bylaws were amended and filed with the Ocean County Clerk on November 3, 2023 at Book 19540, Page 1207; and

WHEREAS, Article VII, Section 5 of that original Declaration provides that it may be amended by the affirmative votes of two-thirds of the members in good standing; and

WHEREAS, Article XIV, of the Bylaws provides that it may be amended by the affirmative votes of at least 51% of the members in good standing; and

WHEREAS, at a meeting of the Members on ~~September 9~~, 2025 the members in good standing affirmatively voted to adopt the following amendments;

NOW THEREFORE the following amendments are hereby adopted and shall become effective upon filing with the Ocean County Clerk.

1. **Article III, Section 10 (c) shall be amended to add the following paragraph at the beginning of the paragraph:**

No unit within the community may be leased, rented, let or otherwise be permitted to be non-owner occupied (regardless of whether rent is being paid) unless and until the unit has been owner occupied for at least three years after the date of purchase. With regard to any property purchased by a partnership, LLC, corporation or other entity, "owner occupied" shall mean that it is the permanent residence of at least one of the majority owners/shareholders of the purchasing entity. This restriction shall not apply to owners currently renting their units but shall apply to any such unit once it is sold or ownership is otherwise transferred. Once a unit has been owner occupied for three years, the provisions and restrictions set forth in the following paragraph shall apply to any such lease, rental agreement or other arrangement resulting in the unit being non-owner occupied. All restrictions on leasing in this document shall not apply to any units owned by the Association and shall not apply to a unit which is occupied by a family member, the owner of which is a family trust or other legal arrangement acceptable to the Board of Directors set up by the occupants for estate planning purposes.

2. Article III, Section 3.08 is amended to add the following at the end of the Section:

Notwithstanding any other provision of this Article or these Bylaws, to the extent permitted by law, the Association may elect to conduct elections and other membership votes through a neutral, third-party, internet-based online voting system subject to the following terms:

- a. The Members' identity must be authenticated to the online voting system.
- b. Electronic ballots must be transmitted in a way that ensures the secrecy, confidentiality, and integrity of each ballot.
- c. Receipts sent from the electronic voting system must be subject to verification.
- d. The system must store and keep electronic ballots accessible to election officials for recount, inspection, and review purposes.
- e. A Member voting electronically is counted as attending the meeting for purposes of determining a quorum.
- f. Members who cannot or choose not to vote online shall be provided with the opportunity to vote using an alternative method.
- g. The Board shall have the authority to adopt, amend and publish rules and regulations to implement these provisions.

3. Article XVI is amended to add the following:

Electronic Notice

Notwithstanding any of the foregoing provisions, all notices and the delivery of absentee ballots and proxies required under these Bylaws or the Declaration may be delivered or returned by email in the absence of other methods of notice or return set forth in these Bylaws only where the member involved has given written consent to receive such notice or to vote on such ballot by electronic means and has provided an email address at which such member agrees to receive such communications.

Any member so consenting to electronic notice may withdraw such consent in writing to the Property Manger by certified mail or personal service at any time. Upon receipt of such notice, the Association shall then be required to provide notice and ballots as otherwise provided for in these Bylaws and discontinue the use of the member's email for any communications.

For those members consenting to electronic notice, proof that the notice or ballot was sent to the proper email address by the Association shall constitute valid service for the purpose of these governing documents and it shall not be the basis for a claim of invalid service that the member did not receive the email because of a fault of the internet or their own email system. The Association shall use and keep current with industry standard software to deliver all

Prepared by:

THE CATELLI LAW FIRM, L.L.C.
Attorneys for Country Walk of Lake
Ridge Homowners Association, Inc.

By:


RONALD T. CATELLI, ESQ.

**CERTIFICATE OF AMENDMENT TO THE BY-LAWS OF
COUNTRY WALK OF LAKE RIDGE HOMOWNERS ASSOCIATION, INC.**

TO: The Clerk of Ocean County
118 Washington Street
Toms River, NJ 08753

Pursuant to the applicable provisions of the New Jersey Statutes, as well as the laws governing the State of New Jersey, the undersigned Community Association, Townhouse and/or Corporation, is duly organized and existing pursuant to the laws governing the State of New Jersey, organized as a residential Townhouse and/or Community Association, submits the following Certificate for the purpose of amending its Master Deed and By-Laws:

WHEREAS, the name of the Corporation, Townhouse and/or Community Association is: Country Walk of Lake Ridge Homowners Association, Inc.; and

WHEREAS, the Declaration of Restrictive and Protective Covenants and By-Laws, of Country Walk at Lake Ridge Homeowners Association, are dated March 22, 2004, and which were duly recorded in the Ocean County Clerk's Office on or about March 23, 2004, in Deed Book No. 11979, at Page 1130, et seq., and as same were amended from time to time; and

WHEREAS, pursuant to the Master Deed, and By-Laws of Country Walk of Lake Ridge Homowners Association, Inc., the Board of Directors is granted and/or vested with the authority to govern and/or administer the affairs of the Association; and

WHEREAS, the By-Laws of Country Walk of Lake Ridge Homowners Association, Inc., provide for annual and special assessments of the Association, as well as empower the Board of Directors to provide for the fiscal and/or financial responsibility of the Association, however, the By-Laws do not provide for the imposition and/or grant the Board the authority to impose an adequate capital contribution assessment and/or fee upon the purchase and/or transfer of a unit; and

WHEREAS, the Board of Directors deemed it necessary, desirable, and in the best interests of the Association to amend the By-Laws, and/or propose an amendment to the By-Laws of the Association, in order to authorize the Association to impose an adequate capital contribution assessment and/or fee upon the purchase and/or transfer of units within the Association, to the extent that same is advantageous and in the best financial and/or fiscal interests of the Association; and

WHEREAS, the Board of Directors proposed the foregoing and/or following amendment to the Association's By-Laws, by forwarding same to the Membership of the Association, in accordance with said governing documents, and further notifying the Membership of a meeting being duly convened and constituted for such purpose, in order to vote on, and/or ratify the following amendment to the Association's By-Laws; and

WHEREAS, the Board of Directors duly convened an Open Meeting of the Association on or about October 17, 2023, with appropriate notice of same being forwarded to all unit owners within the Association, and a quorum being present, the

Association duly adopted the proposed amendment to the By-Laws of the Association, authorizing the Association to establish and collect an adequate Capital Contribution Assessment, upon the purchase, sale and/or transfer of units within the Association, to the extent that same is advantageous and in the best financial and/or fiscal interests of the Association; and

WHEREAS, a vote was taken on the above date aforesaid, and having received well over the appropriate number of total votes cast, and the By-Law amendment proposed to the Association having received an affirmative majority vote in favor of the proposed amendment, in accordance with the By-Laws of Country Walk of Lake Ridge Homowners Association, Inc., and also in accordance with the statutes and/or laws governing the State of New Jersey.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Country Walk of Lake Ridge Homowners Association, Inc., hereby certifies that the By-Laws of Country Walk of Lake Ridge Homowners Association, Inc., shall be and hereby are amended as follows:

1. The By-Laws of Country Walk of Lake Ridge Homowners Association, Inc., shall be and hereby are amended and supplemented delete the current provision, more particularly Article II, Section 2.08, in its entirety, and further amending and/or inserting the following paragraph and/or provision in its place and stead as follows:

ARTICLE II, SECTION 2.08 CONTRIBUTION TO CAPITAL

Every owner by acceptance of a Deed or other conveyance of a unit and/or lot, whether or not it shall be so expressed in any such Deed or other conveyance, shall be deemed to covenant and agree to pay to the Association a non-refundable and non-transferable capital contribution assessment, at the time of transference of the unit and/or lot, to the working capital of the

Association, in an amount to be determined by the Board of Directors, which sum shall not exceed nine (9) months of the most recent monthly common expense assessment, as authorized pursuant to N.J.S.A. 46:8B-15(e): Such sums shall be due and payable upon the closing and/or any such transfer of the subject unit. Such sums may be used for operating expenses or reserves that are not funded by the annual common expense assessments collected from the owners or for any other lawful purpose at the discretion of the Board, and need not be replenished if so utilized. These sums shall not be deemed a prepayment of the monthly installments of the common expense assessments attributable to the unit. Payment of said sums shall be a condition precedent to the exercise of rights of Membership in the Association. Any unpaid capital contribution assessment shall be deemed a lien on the unit, and shall be collectable by the Association in the same manner as any unpaid common expense assessments attributable to such unit. Said capital contribution assessment shall be due either upon the sale or transfer of any lot, unit, and/or property within the Association. In addition to the foregoing, the excess monetary differentiation of the Capital Contribution collected upon the transfer of a courtyard home, in excess of the Capital Contribution collected for all other homes within the Association, shall be placed in the Capital Reserve Courtyard Fund.

2. All other terms and conditions as set forth in the By-Laws of the Association shall remain in full force and effect.

3. If any provision hereof shall be determined to be invalid, the remaining provisions hereof shall remain in full force and effect.

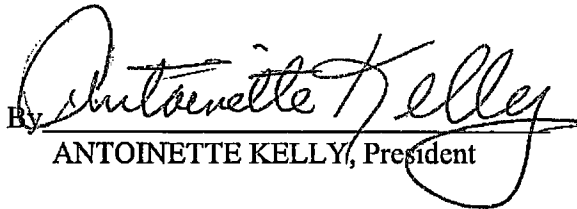
4. Any provision contained within any previously adopted Resolution of the Association, or any other provision contained in the governing documents of the Association, which conflicts with any provision set forth herein shall be deemed void, and the provisions contained herein shall govern.

IN WITNESS WHEREOF, Country Walk of Lake Ridge Homowners Association, Inc., has caused this instrument to be executed by its duly authorized representatives this 3 day of NOVEMBER, 2023.

ATTEST:

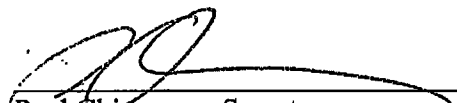
BOARD OF DIRECTORS OF COUNTRY WALK OF LAKE RIDGE HOMEOWNERS ASSOCIATION, INC.

By: 
PAUL CHIAPPONE, Secretary

By: 
ANTOINETTE KELLY, President

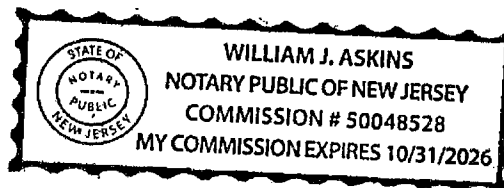
STATE OF NEW JERSEY)
) SS:
COUNTY OF OCEAN)

BE IT REMEMBERED, that on this 3 day of NOVEMBER, 2023, before me the subscriber, a Notary Public of the State of New Jersey, personally appeared Paul Chiappone, who, by me, duly sworn on her oath deposes and makes proof to my satisfaction that this individual is the Secretary of Country Walk of Lake Ridge Homowners Association, Inc., named in the within Instrument; that Antoinette Kelly is the President of said Community Association; that the execution, as well as the making of this Instrument has been duly authorized by the consent of the members of said Community Association and that the seal affixed to said Instrument is the proper corporate seal and was thereto affixed and said Instrument signed and delivered by the said President, as and for his voluntary act and deed of said Community Association in the presence of deponent, who thereupon subscribed his name thereto attesting witness.


Paul Chiappone, Secretary

Sworn and Subscribed to
before me this 3 day
of NOVEMBER, 2023.





COUNTRY WALK OF LAKE RIDGE HOMEOWNERS' ASSOCIATION

RESOLUTION

Adopting a Procedure for the Collection of Assessments, Fines and Other Related Charges

WHEREAS each property owner in COUNTRY WALK OF LAKE RIDGE HOMEOWNERS' ASSOCIATION (the "Association") is obligated to pay Common Expense Assessments to the Association by virtue of Article V of the Association's Declaration of Restrictive and Protective covenants (the "Declaration"); and

WHEREAS the Board of Directors is empowered and obligated to take certain actions to collect said Assessments and related charges from those unit owners who have failed to make timely payment of those Assessments and related charges by virtue of Article VII, Section 7.08 & 7.09 of the Association's By-Law which authorize the Board to

- a.) impose late fees and interest on unpaid assessments and other charges;
- b.) charge the costs of collections, including legal fees and costs to the delinquent owner;
- c.) accelerate the remaining installments of the common assessments through the end of the fiscal year and make them due and payable upon proper notice;

THEREFORE, BE IT RESOLVED that the following Collection Procedure is hereby adopted by the Board of Directors of COUNTRY WALK OF LAKE RIDGE HOMEOWNERS ASSOCIATION at its meeting on the 24 of September, 2024:

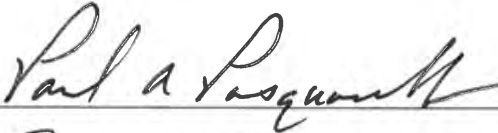
PROCEDURE FOR COLLECTION OF DELINQUENT ASSESSMENTS AND RELATED CHARGES

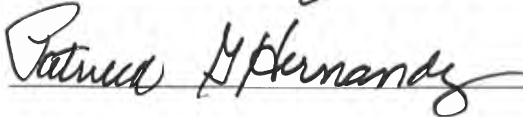
1. Quarterly Common Expense Assessments are due on the first of January, April, July and October. If payment of those assessments is received after the 15th of the month in which they are due, it will be considered late and a late fee in the amount of \$25.00 will be assessed against the property for each month that the assessment goes unpaid.
2. On the last day of each month in which a payment is due, if the payment due that month has not been received, management shall send a letter to the property owner reminding him/her of the overdue payment.
3. If payment is not received by the end of the following month (see Step 2 above), management shall send a letter to the property owner reminding him/her of the overdue payment and stating that should the account remain unpaid at the end of the next month, the association attorney will be contacted and requested to handle the matter. **Any legal fees incurred by the Association in pursuing collection of any overdue payments from a property owner will be charged to that owner.**

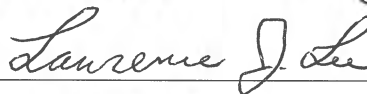
4. If payment is not received by the end of the following month (see Step 3 above), Association management may contact the Association's counsel, who will send a "30-day demand letter" to the property owner in default of payment.
5. If the overdue amount has not been paid within 30 days of the letter described in Step 4 above, the amount due for the remainder of that year will be accelerated and become due immediately from the property owner in default. The attorney will then prepare a ten-day demand letter advising of the acceleration of assessments.
6. If there is no response to the ten-day demand letter, the attorney will then prepare a lien with the appropriate information (including the accelerated amount due and costs incurred) and forward it to the Board for signing. When it is returned to the attorney, it will then be filed in the County Clerk's office and sent to the delinquent property owner.
7. If the overdue amount has not been paid within fifteen days of the date the recorded lien referred to in Step 6 above was sent to the defaulting property owner, the Board may take one, two or all three of the following actions: instruct the attorney to file a complaint in New Jersey Superior Court seeking a money judgment against the defaulting property owner in the total amount due, instruct the attorney to file a lien foreclosure action in the New Jersey Superior Court against the defaulting property owner, or instruct the attorney to do both. If a judgment is entered against the delinquent property owner, the Association will take any and all legal action available to it to enforce and collect the judgment. The cost of each action taken with regard to collecting a delinquent assessment is chargeable to the delinquent property owner, including but not limited to, post-judgment actions taken to collect judgments entered against the delinquent property owner.
8. A property owner who is delinquent in the payment of association assessments and related charges is not a "member in good standing" in accordance with Article VII, section 7.08 of the Association's By Laws, the Association may suspend the delinquent property owner's membership rights and privileges, including his/her rights to use the Association's common property and facilities, and his/her voting rights, until the delinquency is cured.
9. An agreement to pay delinquent arrears made between an owner and the Association must be executed by both parties to be enforceable.
10. Except as otherwise provided under a payment arrangement, Consent Order, confirmed Bankruptcy plan, or the Association's governing documents, all

payments received shall be applied in the following order:

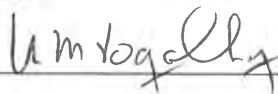
- 1) Attorney fees and costs,
- 2) Past due common expense assessments,
- 3) Current common expense assessments,
- 4) Emergency assessments, special assessments, and capital improvement assessments,
- 5) Fines and penalties,
- 6) Late fees,
- 7) Interest,
- 8) NSF Fees (bank charges for returned checks),
- 9) Reimbursement of other costs incurred by the Association with respect to the subject unit not otherwise covered by the common expense assessments,
- 10) Future common expense assessments.

 _____, Director

 _____, Director

 _____, Director

 _____, Director

 _____, Director

Prepared by: Caroline Record
Caroline Record, Esq.

**COUNTRY WALK OF LAKE RIDGE HOMEOWNERS ASSOCIATION, INC.
(The "Association")**

Resolution Regarding Courtyard Home Dryer Vent Cleaning

A. The Declaration of Restrictive and Protective Covenants for Country Walk of Lake Ridge Homeowners Association, Inc., (the "Association"), as thereafter amended (collectively, the "Declaration") was recorded in the Ocean County Register's Office on March 23, 2004 in Deed Book 11979 at Page 1130, et seq. and the By-Laws of Country Walk of Lake Ridge Homeowners Association, Inc. were recorded as Exhibit 1D of the Declaration.

B. Article VI, Section 6.01(g) of the By-Laws permits the Board of Directors (the "Board") to secure full performance by Owners or occupants of all items of maintenance for which they are responsible.

C. Many, if not all, of the Courtyard Homes in the Association contain dryer vents for the exclusive use and enjoyment of the Owner.

D. The maintenance and repair responsibility for dryer vents would be imposed upon the Owner by the Declaration.

E. It is in the best interest of the Courtyard Home Owners, as well as the entire community, that in the Courtyard Homes, dryer vents be inspected and/or cleaned on a regular basis to minimize the possibility of fire and to protect the general health, safety and welfare of the residents of the Association.

F. This Resolution was duly introduced and thereafter adopted pursuant to the terms and conditions of the By-Laws.

NOW, THEREFORE, BE IT RESOLVED on this 19 day of March, 2012 that the Board hereby adopts the following rules, regulations and requirements to enhance the safety of the members and residents of the Association from fire hazards and for the general welfare of the members and residents of the Association:

a) The Courtyard Home Owners shall be required to have the dryer vent inspected and, if necessary, professionally cleaned by an insured vendor prior to November 15 of every other year, commencing November 15, 2012.

(3) -60- cash

JUL 09 2012



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SCOTT H. COLABELLA COUNTY CLERK, OCEAN COUNTY NEW JERSEY

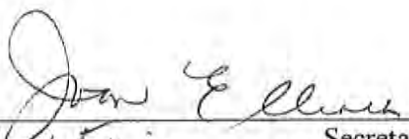
b) The qualified inspector selected by the Courtyard Home Owner must maintain liability insurance, proof of which is to be provided to the Association upon request, and will be held responsible for any damage caused by the inspection and/or cleaning.

c) The Courtyard Home Owner must submit to the Association a document identifying that the inspection and/or cleaning has been completed, prior to the completion deadline.

NOTICE AND RECORDING. The Association's Managing Agent is authorized and directed to prepare correspondence, in appropriate form and substance, and thereafter circulate same, along with a copy of this Resolution, to all Owners. The Association also authorizes and directs its legal counsel to arrange for recordation of a copy of this Resolution with the Ocean County Clerk's Office in order to establish the recording of this clarification to the Declaration in the chain of title. The Ocean County Clerk is authorized and requested to annotate the Declaration (for example, by reference in the margin) to reference the recording of this Resolution.

ATTEST:

COUNTRY WALK OF LAKE RIDGE
HOMEOWNERS ASSOCIATION, INC.



JOAN ELLIOT, Secretary

By: 

LORRAINE A. HILTON, President

STATE OF NEW JERSEY :
 :
 : SS:
 :
COUNTY OF :

I CERTIFY that on March 19, 2012 JOAN ELLIOTT personally came before me and this person acknowledged under oath, to my satisfaction, that:

- (a) this person is the Secretary of Country Walk of Lake Ridge Homeowners Association, Inc., a nonprofit corporation of the State of New Jersey, named in this document;
- (b) this person signed this document as attesting witness for the proper corporate officer who is KORRAN & S/H/AND the President of the corporation;
- (c) this person knows the proper corporate seal of the corporation and the proper corporate seal was affixed;
- (d) this document was signed and delivered by the corporation as its voluntary act and deed by virtue of authority from its Board of Directors; and
- (e) this person signed this acknowledgment to attest to the truth of these facts.
- (f) this Resolution was duly introduced and was thereafter adopted at a regular scheduled meeting of the Board of Directors, at which a quorum was present of the members of the Board of Directors to vote on this matter.

Signed and sworn to before me
on March 19, 2012

Carly A Greco
Notary Public

Joan Elliott
JOAN ELLIOTT, Secretary

CARLY A. GRECO
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 8/22/2016

RECORD AND RETURN TO:

Caroline Record, Esq.
Berman, Sauter, Record & Jardim, PC
P.O. Box 2249
Morristown, New Jersey 07962-2249

#324440