

Hilltop at High Bridge Homeowners Association

What You Need to Know for the Rest of 2018

Community Property Management

Hilltop at High Bridge is managed by **Access Property Management**.

The Property Manager is **Vivian Kenyon**.

For questions or complaints, contact the Property Manager by postal mail, phone, or email.

Access Property Management
c/o Hilltop at High Bridge Homeowners Association
4 Walter E. Foran Boulevard, Suite 311
Flemington, NJ 08822

Telephone: **908-806-2600** (during normal business hours)

Emergency: 877-268-8598 (after-hours emergency only)

Email: **VKenyon@accesspm.com**

Board of Trustees

The Hilltop at High Bridge Homeowners Association is governed by a Board of Trustees elected by its members. The Board of Trustees meets monthly to conduct Association business. Any homeowner can attend the Open Session part of the meeting. Contact the Property Manager for the place and time of scheduled Board meetings:

August 8
September 5
October 3
November 7
December 5

Please direct all complaints, requests, and other issues to the Property Management office. If you want to speak to one or more members of the Board about an Association matter, please attend the monthly Board meeting to address your issue to the Board.

Association Fees

For 2018, the annual maintenance fee is \$2,430, payable in monthly installments of \$195, due on the first (1st) of each month. Dues can be paid by check through the mail or electronically by direct payment deducted automatically from your bank account. The payment coupon book is enclosed if you are not already signed up for direct payment.

To pay by check ... Make checks payable to: **Hilltop at High Bridge HOA**
Mail your check with payment coupon directly to the bank for processing.

To pay electronically ... Complete the *Authorization for Direct Payment* form and mail it to Access Property Management. Keep a copy for your records. The dues amount is transferred from your bank to the Association account at the beginning of each month.

Trash and Recycling Schedules

The Association contracts with Premier Waste Management for garbage collection and recycling services.

Household Garbage:

Dumpster garbage is collected twice per week, on **Tuesday and Friday**.

Put bags of household garbage in the dumpster. Do not put garbage on the ground inside or outside the trash fence. If the dumpster is full, try another dumpster nearby. Do not load the dumpster with cardboard boxes and bulk items; instead, dispose of boxes with your recycling and large items with bulk pickup.

Recycling:

Recycling is collected curbside **every other Friday** on the following dates:

July 20
August 3, 17, 31
September 14, 28
October 12, 26
November 9, 23
December 7, 21

Place your recycling at the curb the night before for scheduled pickup. Glass, metal and plastic recyclables can be co-mingled and placed in a single reusable container or in a clear plastic bag. Paper recyclables can be boxed or tied into separate bundles.

High Bridge sponsors a one-day electronics recycling event every year at the end of April. All electronics (anything with a plug or battery) are accepted, including cables and accessories.

Bulk and Clean-up Trash:

Waste management takes bulk and clean-up items on a monthly prearranged schedule:

August 2
September 6
October 4
November 1
December 6

Place only authorized items outside the dumpster the evening before pickup. Do not block access to the dumpster.

Waste management will not take construction debris, hazardous materials, tube TVs, or appliances containing Freon (refrigerator, freezer, air conditioner). Make arrangements for proper disposal of those items – Contact the Property Manager to request disposal service or take them to the local **Hunterdon County Transfer Station**, 908-236-9088, located on Petticoat Lane. The transfer station and is open weekdays and on Saturday mornings, and accepts all refuse, recycling, and bulk items.