



**DILUCIA**  
MANAGEMENT CORPORATION

# TIMBER GLEN CONDOMINIUM ASSOCIATION

November 2018

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## OFFICE HOURS

**Tuesdays 9am-1pm**

**Thursdays 9am -5pm**

## Trash is collected on Mondays and Thursdays

**Bulk pickup is provided by the Township on the first Monday of every month.**

You are only permitted to put bulk items out the **night before or the morning of bulk pickup.**

Putting bulk items at the curb at any other times is grounds for immediate penalties. The following items are not accepted by the Township: tires, concrete, hazardous materials, appliances and other metal items and electronics.

Please do not leave your green trash can at the curb after pickup, it should be moved back to your property.

To arrange for pickup of appliances and metal items, please contact the Township at:  
609-625-6311



## Calendar of Events

- 1- Association Fees Due
- 4- Daylight Savings Time Ends
- 11- Late Fees Assessed
- 11- Veteran's Day
- 22- Thanksgiving- DiLucia Offices Closed



## Don't Forget:

Set your clocks back on Saturday, November 3rd for the end of Daylight Savings Time.

## Timber Glen Condominium Association Board of Trustees

Steve Hazzard, President • Clem Thomas, Vice President •

Doug Clark, Treasurer • Rosemary McGloin, Secretary • Frank Tummillo, Trustee



## Winterize your home!

After last year's frigid Winter, everyone should realize the importance of winterizing their pipes.

- \* Please disconnect all hoses from hose bibs. If you have a shut off valve in your unit for an exterior spigot, please drain it and shut it off.
- \* Wrap exterior pipes (like your water heater pipes) with insulating pipe material.
- \* If you are going away, please maintain the interior temperature above 60°.
- \* Open cabinet doors that have pipes in them to keep warm air circulating.

**WINTERIZATION AGREEMENTS ARE DUE BY  
DECEMBER 15TH**

As a reminder to prevent potential car theft, please be sure to lock your vehicles when they are parked in the community.



### Condominium Insurance

All owners are required to have condominium owner's insurance on their unit. You are responsible for insuring everything in your unit including but not limited to cabinets, appliances, flooring, drywall, lighting and personal possessions.

Do not be caught off guard in the event of an emergency. The Association does not insure and is not responsible for your individual unit's interior or possessions.

Please provide the office with a copy of the policy so we can update our files.

## Rental Units

As per our Community Rules and Regulations, all owners who rent their condominiums must complete a rental package. There is also a registration fee that is applied each year. It has come to our attention that there are many owners who have not provided us with the required documentation.

We are asking all owners to contact the office to make sure we have all the documentation needed for your unit, or simply go to our website and download the necessary forms and submit them so we can update your file.

Your cooperation in this matter is appreciated and feel free to contact us should you have any further questions.

### **Vacant Units**

If you are aware of any unoccupied units in the community, please contact Management so that the necessary steps can be taken to prevent frozen pipes this winter.

### *PARKING REMINDERS*

**Each unit has one assigned spot, and only two cars per unit are permitted to be parked in the Court at any given time. If you have any additional vehicles, they are to be parked at the clubhouse.**

***Please be sure to park in your assigned spot first, then utilize the visitor spot when necessary.***