

RULES AND REGULATIONS

In order that all members are treated fairly and equally, and in order to keep the Village a beautiful and desirous place in which to live, the Board of Trustees has prescribed Rules and Regulations.

These Rules and Regulations in no way counteract the conditions as set forth in the By-Laws. Rather, they tend to clarify and spell out the intention of the By-Laws. If interpretation or assistance is needed, see your district Representative, but the Board of Trustees interpretation will be final in what is proper and in the best interest of the Co-Op concerning ground use (planting shrubs, trees, flowers ornamental decorations, etc.).

The authority of the Trustees to issue these Rules and Regulations is in the By-Laws.

NOTE: Rules and regulations are voted on by the trustees and NOT by the membership.

VIOLATION OF THESE REGULATIONS MAY CONSTITUTE A DEFAULT

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1 PARKING, VEHICLES AND TRAFFIC

- 1.1 No overnight parking permitted on village streets or courts. (Limited extenuating circumstances may prevail). Should a trustee observe overnight parking on village streets, a Violation Notice will be placed on the windshield of the vehicle. A recurring violation will result in rule enforcement as more fully set forth in Rules & Regulations 8.22. Vehicles may be parked temporarily in the Harmony Hall parking lot for a period not to exceed a total of thirty (30) days per calendar year and must be registered at the Trustees Office. Permission is required for more than one night. Boats, watercraft, and their trailers

may park in the rear of the Harmony Hall lot with Trustees' permission for 24 hours. If permission is not granted, all vehicles, boats, watercraft, and their trailers will be towed at owner's expense as per posted signs.

- 1.2 No parking at any time 10 feet on either side of Mail Boxes or Fire Hydrants. No parking is permitted directly across from your neighbor's driveway or directly across from another vehicle if possible.
- 1.3 Speed limit on village streets is posted. **ALL STOP** signs at intersections **MUST** be observed. This refers to all residents and their guests.
- 1.4 Vehicles with commercial signs on them or with commercial license plates, vendor trucks, vans without windows, house and boat trailers, other detachable trailers motor homes, and/or Pods, are not to park in driveways. (Limited extenuating circumstances may prevail). For loading and unloading purposes, they may be parked in the street for a period not to exceed 48 hours, however, any damage to the driveway, street, and/or street gutter is the sole responsibility of the shareholder. No truck or van will be parked on driveways with debris or ladders in or on top of roofs.
- 1.5 Vehicles parking in all unit areas must park head-on to prevent the possibility of exhaust fumes entering the unit.
- 1.6 Each Quad or multi-plex unit certificate holder and/or member shall have the sole entitlement to a parking space in the area provided for that purpose. When space is unoccupied, it is still reserved for that certificate holder and/or member's use and shall not be used by another resident, guest, or visitor, unless written permission has been given to do so by certificate holder and/or member. **(THIS IS VERY IMPORTANT TO ELIMINATE ANY MISUNDERSTANDINGS BETWEEN NEIGHBORS)**.
- 1.7 Motorcycles, bicycles, and mopeds are considered vehicles, and must travel on Village roads the same as automobiles, observing **STOP SIGNS**, and travel on the right hand side of the road. They must be equipped with headlights and rear lights for night riding, and there will be no revving of engines.
- 1.8 Vehicles should be parked **NOT** less than twenty-five (25) feet from street corners, and **NOT** directly across from a car parked on opposite side of street. Vehicles are **NOT** to be parked on the street facing the wrong way. Vehicles should not park across the street from any driveway.
- 1.9 During periods of heavy snow, be prepared to remove your vehicle (if you can) so that plows can do the entire driveway.
- 1.10 **ALL PROPERTIES SHALL BE ACCESSIBLE TO FIRE AND AMBULANCE EQUIPMENT.**
- 1.11 Cars parked in tandem in driveways must not hang over street gutters.

- 1.12 Unregistered or unlicensed vehicles shall not be parked in the Village.
- 1.13 Vehicles are **NOT PERMITTED** to drive or park on unpaved areas including lawns, with the exception of work vehicles authorized by the Board of Trustees of the Co-Op.
- 1.14 Tarps and covers are not permitted unless specifically manufactured for vehicles.

2 BUILDING ALTERATIONS AND ADDITIONS

- 2.1 Since the leased premises and property around it is owned by **CRESTWOOD VILLAGE CO-OP TWO, INC., ANY ALTERATIONS, NEW CONSTRUCTION, ELECTRICAL WIRING, PLUMBING, OR OTHER CHANGES OR ADDITIONS AS HEREINAFTER SPECIFIED, MUST BE SUBMITTED** to the Board of Trustees for **PRIOR** approval.
- 2.2 The Board of Trustees must review all requests for such projects to insure that they comply with municipal or other authority laws, regulations and licensing, and to secure permits where necessary.
- 2.3 Requests for approval of projects shall be made in writing to the Board of Trustees and **WRITTEN APPROVAL FROM THEM** must be obtained before starting project. Forms are available in the management office.
- 2.4 By resolution of the Board of Trustees, the following are not permitted: gas and wood burning fireplaces; turbine-type attic fans; kerosene heaters or fuel-operated heaters other than electric.
- 2.5 The need for approval includes but is not limited to the following:
 - (a) Patios: They are to be constructed in such a manner that will not obstruct natural drainage. The installation of the new patios or the construction of roofs to new or existing patios **MUST** have prior written consent of the Trustees. See page 31 for full Rules and Specifications.
 - (b) Electrical Wiring: All installation and use of air-conditioning equipment, electrical heaters, power tools, electrical appliances, or other, which require more than normal electrical current, must be cleared with the Board of Trustees as prescribed. Unless certain installations or uses are approved and certified by the proper authorities, an exclusion by our insurance company may result. **IN SUCH A CASE, THE EQUIPMENT WILL BE REMOVED AT THE EXPENSE OF THE RESIDENT.** Any damage sustained to village property as a result of certificate holder and/or member's failure to secure such approval and certification shall be borne by the certificate holder and/or member.
- 2.6 No blinds are permitted on the outside of any window or overhang.

- 2.7 Homeowners and/or contractors are permitted to work between the hours of 8 a.m. and 6 p.m. with the exception of Sunday when no work is permitted.

The State of New Jersey Uniform Construction Code Regulations are the rules that govern when and if permits are required. The following are some common examples of situations whereby permits are needed but should not be considered an all-inclusive listing.

Permits are required if:

1. You cut away any wall or portion thereof;
2. You cut any structural beam or bearing support;
3. Construct an addition or make alterations to your home, i.e., enclosing a porch or patio cover;
4. Replacing more than 25% of the roof or siding;
5. Installing, replacing, or relocating a hot water heater;
6. The installation of any new plumbing fixture;
7. Installing, replacing, or relocating of any water, drainage, or venting;
8. Installation of heating and/or air conditioning systems;
9. Installation and/or upgrade of any new electrical wiring or plumbing.

Permits are not necessary but permission is necessary if I:

1. Add or replace gutters, shutters, awnings, or railings;
2. Installation of solar tubes;
3. Window replacements;
4. Installation of sliding shower doors;
5. Installation of new garage doors;
6. Installation of counter tops or any permanent cabinet resurfacing;
7. Tree planting, location to be checked.

Certificate holders and/or members are required to obtain a certificate of insurance form from the contractor of their choice and provide it to the management office for review and approval.

3 RULES AND SPECIFICATIONS FOR PATIOS

- 3.1 Patio area may not exceed 180 sq. ft.
- 3.2 Patio must be contiguous with the house.

- 3.3 Plain patios may be made of poured concrete, patio blocks, or slate. **NO WOOD MAY BE USED.**
- 3.4 No patio may interfere with free passage on any walkway in a multiple dwelling.
- 3.5 There must be at least 15 feet between the patio and the street.
- 3.6 Patios must slope sufficiently away from the house for proper drainage.
- 3.7 Patio furniture and grills may be kept on the patio. **THE PATIO SHALL NOT BE USED FOR STORAGE.** Any other improvement or variation to this regulation must be approved by the Board of Trustees.
- 3.8 **ALL NIGHT SLEEPING ON PATIOS IS PROHIBITED.**
- 3.9 Covered and screened patios must have poured concrete floors.
- 3.10 The frame for the covering and/or screening must be anchored to the patio floor and to the structural frame of the house. The frame and roof must be aluminum and properly coated against corrosion. The color must be approved by the Board of Trustees.
- 3.11 Enclosed patios must have an exterior door.
- 3.12 Only fiberglass or aluminum may be used for the screening material.
- 3.13 Lower side panels are required and must not exceed 24 inches in height with a minimum of eighteen (18) inches.
- 3.14 **NO SUNSCREENING OR OTHER TYPE COVERING OVER THE SCREENS IS PERMITTED WITHOUT THE EXPLICIT APPROVAL OF THE BOARD OF TRUSTEES.**
- 3.15 Covered and enclosed patios must conform to Manchester Township as well as Crestwood Village Two regulations.
- 3.16 All work on covered and/or enclosed patios must be performed by licensed and insured contractors.
- 3.17 Although the patio is real estate and the property of Crestwood Village Two, the Certificate Holder and/or member is responsible for its maintenance and insurance.
- 3.18 Requests for covered or enclosed patios must be accompanied by a sketch and description of the patio showing its dimensions, location, and access.
- 4 **GROUND AND GARDENS** – It is the responsibility of the certificate holder and/or member to keep the grounds surrounding their particular unit clean, neat, and orderly.

Failure to maintain the grounds within three feet of the unit may result in a decline of adjoining property values and an unfair as well as unacceptable situation for neighboring properties. As it is the responsibility of the Board of Trustees to protect the interests of all certificate holders and/or members, this appearance requirement will be enforced.

- 4.1 No property boundary lines are to be formed by cinder blocks, bricks, hedges, shrubs or fences of any type.
- 4.2 Small vegetable gardens are permitted provided they are in locations that do not become unsightly to surrounding areas and conform to the planting guide (Section 5.1 and General 8.20).
- 4.3 Receptacles such as metal or plastic garbage cans or other containers, including bagged materials, shall not be permitted to stand along the outside wall of buildings. Tools sheds of any kind shall **NOT** be erected.
- 4.4 When not in use, hoses are to be removed from lawns, walks, and parking spaces. Lawns will not be cut if hoses are not put away.
- 4.5 Dumping of grass clippings or trash is not permitted in wooded or common areas.
- 4.6 Burning of paper or rubbish of any kind is **NOT** permitted.
- 4.7 Compost piles are **NOT** permitted.
- 4.8 Lawn sprinkler schedules issued from year to year by Manchester Township are to be strictly adhered to, to assure adequate pressure for the convenience of residents, as well as to protect in case of fire emergency.
- 4.9 The walkways in the quad, six-plex and eight-plex models are designed to afford each occupant maximum privacy. However, walkways are common grounds, and in an emergency, each occupant shall have the right to use any walkway when necessary for ingress or egress to and from his or her unit. Further, walkways shall be kept clear at all times for passage by any occupant to any unit.
- 4.10 Trees are co-op property and **NOT** to be cut down by residents unless approved by the Board of Trustees and at owner's expense. Trees are not to be cut down without prior written permission of the Board of Trustees. To do so, will result in a fine to be determined by the Board of Trustees and the cost of which shall be borne by the certificate holder and/or member.
- 4.11 Storage bins will be allowed on resident's premises upon approval of the Board. The size of which and its placement will be determined by the Board of Trustees. These storage bins will be made available for sale through our maintenance department and will be the only storage bins permitted on village premises. It will be the resident's responsibility to properly place and maintain the storage bin. If at any time, the Board determines that the

resident is not properly maintaining the bin or the bin has not been placed appropriately, the Board will so notify the resident. If the improper condition is not remedied within the time as set forth in the existing bylaws and any amendments thereto, the Board will arrange to either maintain or remove the bin at the resident's expense. Storage bins are to be installed immediately adjacent to a residence and must comply with an approved placement sketch on the required work order form. Only one storage bin is permitted per unit.

5 PLANTING GUIDE

The purpose of the following rules concerning various plantings (shrubs, trees, flowers) is to provide residents with the greatest degree of individual freedom relating to the location and variety of plantings consistent with achieving a reasonable cooperative cost of outside maintenance. By requiring that plant grouping be developed with sufficient space between planting areas, it is possible to maximize the use of machine work, thereby continuing the lowest monthly maintenance cost possible in the future years.

5.1 FOUNDATION PLANTING

Planting may be made within three (3) feet of a unit. In an effort to permit residents an opportunity to personalize or add a creative touch to their individual leased premises, the Board of Trustees will consider any written request presented to it. Each request should outline in writing by diagram or sketch, the planting plan or item of personalty that the resident wishes to place on their leased premises. If approved by the Board, it will be the resident's responsibility to properly maintain and care for such planting or item. If at any time, the Board finds that the resident is not properly maintaining the planting or item for which approval was granted, then the Board will so advise the resident. If the condition is not remedied within the time as set forth in the existing bylaws and any amendments thereto, the Board will arrange to either maintain or remove the planting or item at the resident's expense.

5.2 PLANTING AREAS

Any planting beyond three (3) feet of the unit must have approval of the Board of Trustees. No trees may be planted without express consent of the Board.

- (a) Where desirable and practical, planting groups may be developed within a maximum of three (3) feet around existing trees with prior approval of the board of trustees.
- (b) It is prohibited to install any plantings that are designed to partition or divide one area from another or give a fence-like appearance.
- (c) Personal accents should not be placed in common areas without prior approval of the Board of Trustees. These items should be surrounded by a border and maintained in a bed of mulch or stone not to exceed a maximum of three (3) feet.

5.3 **DRAINAGE**

It is very important that the proper drainage of rainwater be maintained at all times and directed away from the unit. Therefore, obstructing or altering the existing flow of ground water on any portion of the cooperative land is prohibited.

- 5.4 Upon approval by the Board of Trustees and prior to planting shrubs, trees, etc., please check with the telephone, electric, and cable companies for possible interference with their lines. This also applies to the installation of sprinkler systems.

6 **PETS**

- 6.1 One domestic pet may be kept in each home with the express consent of the Trustees. If loss of that pet occurs, application for another pet must be made to the Trustees. So that there is no misunderstanding of this rule, if for any reason, a resident was previously permitted by the Board upon purchase of his/her leased residence, to have more than one pet, upon the demise of one of those pets, no replacement will be allowed. This is designed to enforce the one-pet per household rule.

Dogs and cats may not run free at any time. If it is observed that they are running free, certificate holders and/or members are advised to contact Animal Control.

They must be on a hand-held leash at all times when outside. The maximum length of leash must be six (6) feet. No stop leashes are permitted in this village.

Dogs must be licensed by order of the Township Ordinance. A copy of said license should be provided to the Harmony Hall office.

- 6.2 Pets may not be housed in crawl spaces or garages.
- 6.3 Allowing your pet to leave waste on someone's lawn is a blatant lack of respect for your neighbor and the neighborhood and is highly unsanitary. **PETS SHALL NOT BE WALKED IN BETWEEN BUILDINGS – rear or side (except for ingress or egress) or on or in front of lawns of other unit owners. Pets should only be walked in the street or in a wooded area directly behind your own unit, or outside the village. Pets shall not be walked on Harmony Hall property. Common sense should prevail. ALL PET DROPPINGS ON CO-OP PROPERTY MUST BE CLEANED UP BY PET OWNER OR GUARDIAN.**
- 6.4 No unit or garage may be used as a kennel or for pet storage.
- 6.5 **ALL PET DROPPINGS ON CO-OP PROPERTY MUST BE CLEANED UP BY PET OWNER OR GUARDIAN.**
- 6.6 Feeding of stray or wild animals is prohibited.

- 6.7 Traps placed by the Maintenance Department must be left in place, and not to be tampered with or moved by residents.
- 6.8 Feeding of birds must be done with caution. Placing food or allowing it to remain where animals, rats, mice, flies and other vermin are drawn to it can create an unhealthy situation requiring costly professional exterminating services. Said exterminating services would be the responsibility of the homeowner.
- 6.9 So that the Board is aware of all pets residing in the village, a registration form, available in the management office, should be completed by residents and returned to the Harmony Hall office.

7 GUESTS, CHILDREN AND VISITORS

- 7.1 Visiting children must not be permitted to run around any unit or building.
- 7.2 Visiting children must be accompanied at all times by an adult.
- 7.3 No baseball or other games may be played on Village property.
- 7.4 Children are not permitted in the clubhouse unless accompanied by a certificate holder.
- 7.5 All clubhouse equipment is the property of Crestwood Village Co-Op Two, Inc. Visitors and children must be accompanied by a member in order to use clubhouse equipment.
- 7.6 Length of stay of visiting children or adult guests shall not exceed fourteen (14) days within a 90-day period.
- 7.7 Certificate holder will be responsible for all of his/her guests, children, and visitors.

8. GENERAL

- 8.1 Laundry lines are not permitted in the open. They may be installed in garages, and when in use, garage doors must be closed so that the wash is not visible from the street. Blankets, pillows, or wearing apparel shall **NOT** be aired in the open or hung on or over the railings.
- 8.2 Positively **NO** cans of gasoline, propane tanks, or paint rags or other flammable material is permitted to be stored on the premises unless an Underwriters Laboratory approved container with U.L. label is affixed.
- 8.3 Absolutely no commercial business is to be conducted from any residence.
- 8.4 No peddlers or solicitors of any kind are allowed in the Village. Any solicitors must be reported to the representatives immediately, who in turn, will report it to the Trustees.

- 8.5 No signs of any type may be exhibited in or on any land or building within the co-op for the purpose of advertising a commercial enterprise or the sale of any membership. The only exception would be with the approval of the Board of Trustees. However, if you have arranged for security on your premises, with Board approval, a sign advertising such security can be posted within your 3 foot planting area at the front of the residence with decals posted on the inside window.
- 8.6 TV's, stereos, and radios must be tuned low after 10:00 p.m. No radio transmitting equipment may be operated in the Village without special permission of the Trustees. Outside antennas are not permitted. However, 18" satellite dishes are permitted on roofs **WITH PRIOR BOARD APPROVAL.**
- 8.7 Power tools may not be used before 9:00 a.m. or after 6:00 p.m. Use of power tools and/or lawn mowers for grass cutting is not permitted on Sundays.
- 8.8 Vents in roof overhang or crawlspace **MUST NOT BE BLOCKED AT ANY TIME.** This area needs ventilation to eliminate condensation.
- 8.9 No sign of any nature shall be permitted in the interior of any dwelling unit which is visible from the outside. Nor shall any sign be permitted on the exterior of any dwelling unit or on the grounds thereof except that a small, unlighted sign containing the name of the occupant is permissible without board approval. However, if you have arranged for security to be installed on your premises, with Board approval, a sign advising of such security can be posted within your 3 foot planting area at the front of the residence with decals posted on the inside windows.
- 8.10 Each certificate holder shall be liable for any damage to the property of the Co-Op which shall be caused by such certificate holder or other person for whose conduct he is responsible including guests, children, and visitors.
- 8.11 Damaged sprinkler heads are to be replaced or repaired at the expense of the resident or the landscaper.
- 8.12 All garbage must be secured in tightly fastened garbage bags and placed in the garbage cans provided. Extra garbage shall not be placed outside the garbage can until the evening before collection.
- Bottles, cans, cardboard, and paper must be saved for Township Recycling days.
- 8.12 When rugs are cleaned, the vendor must carry the dirty water away with them. It should not be dumped into the Village streets- this dirty water eventually enters the Village lakes and causes damage therein.

- 8.13 A complaint requiring the Board of Trustees' action must be in writing, addressed to the Board, dated, and signed. Upon receipt, the Board will investigate the charges and come to a conclusion.
- 8.14 Estate or garage sales may be held only after permission by the Board of Trustees. No Sunday sales will be permitted. The hours to be held are from 10 a.m. to 4 p.m.. No signs are to be displayed.
- 8.15 Where there is no next of kin available or referral listed with the Board of Trustees and an emergency occurs, the Board of Trustees has the authority to enter the unit with a Police Officer.
- 8.16 Window air conditioners are not permitted. In addition, wall air conditioners are not permitted in the front of the unit.
- 8.17 If the unit is unoccupied in the winter months and not winterized to protect the pipes from freezing, the resident assumes all responsibility for damage to the property.
- 8.18 Holiday decorations are to be removed from the unit and adjacent grounds within 2 weeks after the holiday. The only exception would be Christmas decorations which must be removed no later than January 31st.
- 8.19 It is the responsibility of the shareholder to keep the exterior of their particular unit clean, tidy, and presentable. Failure to maintain the unit will ultimately result in a decline of adjoining property values and an unfair as well as unacceptable situation for neighboring properties. As it is the responsibility of the Board of Trustees to protect the interests of all certificate holders, this appearance requirement will be enforced.
- 8.20 Certificate holder will be responsible for all his/her guests, children, and visitors.
- 8.21 Where it is found that any resident fails to comply with the foregoing Rules and Regulations as set forth herein, the following procedure will be instituted:
- a. A trustee will visit the offending resident to informally request immediate compliance with the Rules and Regulations. A formal Notice of Violation will be issued from the Board of Trustees confirming the request for compliance. In the case of an overnight parking violation where a Violation Notice has been placed pursuant to Rule 1.1, said notice shall take the place of an informal request without the need of a visit from a trustee.
 - b. If the resident fails to comply within the time set forth in the existing bylaws and any amendments thereto, the Board will make a determination as to the fine to be imposed for failure to comply and a formal determination of the Board will be issued to the resident.

c. Continued failure by a resident to comply with these Rules and Regulations or any of them, may result in a procedure to revoke his/her membership certificate in Crestwood Village Co-op Two, Inc.