

# **SONATA BAY CLUB HOMEOWNERS' ASSOCIATION, INC.**

## **RULES AND REGULATIONS**

**(As permitted by the authority contained in the Declaration of Restrictive and Protective Covenants, ARTICLE III, Section 4, Restrictions and Covenants Applicable to the Property, paragraph (z), which states,; "The Board shall have the power to make such Rules and Regulations as may be necessary to carry out the intent of these use restrictions..." )**

**To maintain visual harmony to the exterior of the homes in our community, the Architectural Review Committee must give written approval prior to making any changes to the exterior of the home or property.**

<b>Approved by the Board of Trustees:</b>	<b>April 28, 2009</b>
<b>Revised:</b>	<b>March 4, 2014</b>
<b>Revised:</b>	<b>February 14, 2017</b>
<b>Revised:</b>	<b>June 11, 2019</b>

# **SONATA BAY CLUB HOMEOWNERS' ASSOCIATION, INC.**

## **RULES AND REGULATIONS**

### **TABLE OF CONTENTS**

<b>Section 1.</b>	<b>Use of Lots</b>
<b>Section 2.</b>	<b>Prohibited Vehicles</b>
<b>Section 3.</b>	<b>Animals and Pets</b>
<b>Section 4.</b>	<b>Signs</b>
<b>Section 5.</b>	<b>Rubbish, Trash and Garbage</b>
<b>Section 6.</b>	<b>Planting, Gardening and Fences</b>
<b>Section 7.</b>	<b>Nuisance</b>
<b>Section 8.</b>	<b>Unsightly or Unkempt Conditions</b>
<b>Section 9.</b>	<b>Noise</b>
<b>Section 10.</b>	<b>Exterior Appearance of Lot</b>
<b>Section 11.</b>	<b>Obstruction of Common Property</b>
<b>Section 12.</b>	<b>Alterations</b>
<b>Section 13.</b>	<b>Solicitations</b>
<b>Section 14.</b>	<b>Alcoholic Beverages (See Revisions at end)</b>
<b>Section 15.</b>	<b>Antennas</b>
<b>Section 16.</b>	<b>Firepits</b>
<b>Section 17.</b>	<b>Rental of Homes in Sonata Bay</b>
<b>Section 18.</b>	<b>Additions</b>
<b>Section 19.</b>	<b>Driveways / Walkways</b>
<b>Section 20.</b>	<b>Garage Doors</b>
<b>Section 21.</b>	<b>Vehicle Storage Lot</b>
<b>Section 22.</b>	<b>Storm Doors</b>

<b>Section 23.</b>	<b>Flower Boxes</b>
<b>Section 24.</b>	<b>Awnings</b>
<b>Section 25.</b>	<b>Shutters</b>
<b>Section 26.</b>	<b>Roofs</b>
<b>Section 27.</b>	<b>Solar Tube Skylights</b>
<b>Section 28.</b>	<b>Extended Patios</b>
<b>Section 29.</b>	<b>Outside Lamps</b>
<b>Section 30.</b>	<b>Non-Age Qualifying Heirs to Property In Sonata Bay</b>
<b>Section 31.</b>	<b>Solar Shades (Exterior Use)</b>
<b>Section 32.</b>	<b>Replacement of Homes in Sonata Bay</b>
<b>Section 33.</b>	<b>Guests in Clubhouse</b>
<b>Section 34.</b>	<b>Parking of Storage/Disposal Containers</b>
<b>Section 35.</b>	<b>Garage Sales</b>
<b>Section 36.</b>	<b>Estate Sales</b>
<b>Section 37.</b>	<b>Decorative Planters</b>
<b>Section 38.</b>	<b>Driveways/Walkways</b>
<b>Section 39.</b>	<b>Roof Replacement for Attached Homes</b>
<b>Section 40.</b>	<b>Replacement of Windows</b>
<b>Section 41.</b>	<b>Animals and Pets in Clubhouse</b>
<b>Section 42.</b>	<b>Front Entrance Door &amp; Shutters</b>
<b>Section 43.</b>	<b>Homeowners in Violation</b>
<b>Section 44.</b>	<b>Animal Control</b>
<b>Section 45.</b>	<b>Mailbox Guidelines</b>
<b>Section 46.</b>	<b>Tree Removal</b>

<b>Section 47.</b>	<b>Replacement of Front Entrance Doors</b>
<b>Section 48.</b>	<b>Delinquent Accounts</b>
<b>Section 49.</b>	<b>Code of Conduct</b>
<b>Section 50.</b>	<b>Board Liaisons</b>
<b>Section 51.</b>	<b>Mailing of documents needing a vote</b>

**Section 1. Use of Lots.** No Lot shall be occupied and used for any other purpose by the respective owners other than as a private residential dwelling for the owner, his family, tenants and social guests.

**Section 2. Prohibited Vehicles.** No vehicle other than passenger automobiles, sports utility vehicles (SUVs), minivans, motorcycles, pickup trucks or passenger vans (retrofitted for special needs) shall be authorized to park on the Property or the Common Property except in an area or areas specifically designated by the Board of Trustees for parking or storing other vehicles. The following vehicles are strictly prohibited to be parked, stored or remain on the property or common property:

Prohibited vehicles are abandoned vehicles (e.g.: vehicles with flat tires, expired registration and/or license plates), vehicles with ladder racks or primarily used for commercial purposes, vehicles with commercial writing on their exteriors, trucks or vans, boats, trailers, campers or any kind of recreational vehicles and any pickup truck over 5600 lbs. curb weight.

Vehicles primarily used for commercial purposes and vehicles with commercial writing on their exteriors shall be allowed on the property during normal business hours for the purpose of working in the community. No such vehicles shall be authorized to remain on the property or common property any longer than five (5) weekdays (excluding weekends) without the written consent of the Association's Board of Trustees.

2.01. Definitions. For the purposes of this provision, the terms used herein are defined as follows:

(a) An "abandoned vehicle" shall mean a vehicle that is both obviously inoperable or does not have a current operating license and remains parked for fourteen (14) days.

(b) A "disabled vehicle" shall mean any vehicle either not in current operating condition or without a current operating license.

(c) A "stored vehicle" shall mean any vehicle other than an abandoned vehicle which remains parked in the same spot for fourteen (14) days or which is put on blocks or covered with a tarpaulin and remains on blocks or covered overnight.

(d) A "passenger vehicle" shall be deemed any properly licensed vehicle used primarily for the transport of persons.

2.02. Procedure. If any vehicle is parked on the Property except as authorized by this Section, a notice shall be placed on the vehicle designating the provision hereof which is being violated and indicating that after two (2) days the vehicle may be towed and designating the name and telephone number of the person who will do the towing and setting forth the name and telephone number of a person to contact regarding the alleged violation; provided, however, that in a situation where a vehicle is parked in a fire lane or is blocking another vehicle no notice shall be required and the vehicle may be towed immediately. If two (2) days after such notice is placed on the vehicle the violation continues or again occurs, the vehicle may be towed in accordance with the notice, without further notice to the owner or user of the vehicle. Any fee or expense incurred for towing and storage of any vehicle shall be paid by the owner or user of the vehicle.

2.03. Alternative Procedures. Despite anything to the contrary herein, the Association may elect to exercise such other remedies as the Association may have under the Declaration or as provided by law.

2.04. Liability. If a vehicle is towed in accordance with this Section, neither the Association nor any officer or agent of the Association shall be liable to any person for any claim or damage as a result of the towing activity.

**Section 3. Animals and Pets.** No animals, livestock or poultry of any kind except two (2) licensed domestic animals (dogs or cats) or other usual household pet may be kept on the lots. However, no animal may be kept, bred or maintained for any commercial purpose. No pet enclosures shall be erected, placed or permitted to remain on any portion of the Lots or Common Property. Berkeley Township Ordinance #6:04.210 b regarding cleaning up after a pet and requiring pets to be leashed at all times when outside owner's homes will be strictly enforced. The Association may impose a fee for any owner or resident for failure to abide by our Rules & Regulations applicable to pets. In addition, any pet which endangers the health of any Owner or resident or which creates a nuisance or unreasonable disturbance and found in violation of Berkeley Township ordinances; the Board of Trustees may determine the pet must be permanently removed from the Property. The owner shall be given seven (7) days written notice from the Board. The violator has the right of appeal. The resident shall abide by the Township of Berkeley's pet ordinances. (See Section 41)

**Section 4. Signs.** No advertising signs of any kind shall be erected or permitted on the Property without the written consent of the Board. The Association shall have the right to erect reasonable and appropriate signs and therefore may give written consent for Estate Sales and Open House signs. Open House and Estate Sales may then be permitted at the entrance of Sonata Bay. Up to 2 signs are permitted inside the community (one at each intersection of the street of the event. Balloons and/or a sign may be placed in front of the house for the duration of the event, which may not exceed 3 hours during Saturday and Sunday only. All signs and balloons must be removed by the agent immediately after the event that day. Written consent will not be issued to any Realtor who does not follow these rules.

**Section 5. Rubbish, Trash and Garbage.** All rubbish, trash and garbage shall be regularly removed from the Lots and shall not be allowed to accumulate. All receptacles must be kept in the garage. In accordance with the requirements of the Township of Berkeley, no garbage cans can be placed at curbside before 4 PM on the evening prior to pickup. Cans must be removed from the curb in a prompt manner after the garbage has been picked up.

**Section 6. Planting, Gardening and Fences.** No artificial grass, plants or other artificial vegetation shall be placed or maintained upon the exterior portion of any Lot. An exception is made for front door treatments and holiday decorations are allowed for no more than two (2) weeks following the date of the holiday. Board approval is required prior to the erection of any non-perimeter" fencing. Except for the right of ingress and egress, the owners of Lots are hereby prohibited and restricted from using any of the Common Property outside their respective Lots, except as may be allowed by the Association.

**Section 7. Nuisance.** No owner or occupant of a Lot may use or allow the use of the Lot or any portion of the Common Property in any way or for any purpose which may endanger the health or annoy or disturb other owners or occupants of a portion of the Common Property, or in such a way as to constitute, in the sole opinion of the Board of Trustees, a nuisance. Nothing herein, shall be construed to affect the rights of an aggrieved homeowner to proceed individually for relief from interference with his property or personal rights.

**Section 8. Unsightly or Unkempt Conditions.** The pursuit of hobbies or other activities, including specifically, without limiting the generality of the foregoing, the assembly and disassembly of motor vehicles and other mechanical devices, which might tend to cause disorderly, unsightly, or unkempt conditions, shall not be pursued or undertaken in any part of the Property.

**Section 9. Noise.** Owners and occupants of Lots must comply with the Noise Ordinance of the Township of Berkeley and shall exercise extreme care to avoid making or permitting to be made, loud or objectionable noises, and in using or playing, or permitting to be used or played, musical instruments, radios, phonographs, television sets, amplifiers, and any other instrument or device in such manner as may disturb or tend to disturb Owner, tenants or other occupants of Units.

**Section 10. Exterior Appearance of Lot.** No garments, rugs, blankets or other articles or things shall be hung from windows or balconies or from the facades of any dwelling, carport, carport railing or displayed in any way on Common Property.

**Section 11. Obstruction of Common Property.** No furniture, packages or other things of any kind shall be placed or permitted to remain in or on any stairways, walkways, or in any other portion of the Common Property.

**Section 12. Alterations.** No owner or occupant of any home shall make any alteration/additions on the exterior (including windows, garage doors, front doors, etc.) of such dwelling without first applying for and obtaining express written authority from the Architectural Review Committee and then, only in accordance with specifications approved by the Trustees.

**Section 13. Solicitation.** Occupants of Homes who are agents for outside commercial interests shall not solicit in person or by telephone, but shall use the mails provided, however, that no solicitation shall be made in the name of, or refer to, the Association without the express written permission of the Board of Trustees having been first obtained. Additionally, no resident/home owner may solicit outside the community in the name of Sonata Bay without the express written permission of the Board of Trustees.

**Section 14. Alcoholic Beverages.** Alcoholic beverages shall not be served in any of the Common Property, unless written permission is first obtained from the Board of Trustees.

**Section 15. Antennas.** Members desiring to install antennas are required to inform the Architectural Review Committee and obtain a copy of Board Resolution 1998-65, and abide thereby, the details of which specify the Board approved installation methods.

**Section 16. Fire Pits.** Table top and free standing fire pits (propane only) are allowed with the following restrictions: (A) All fire pits must be used on the patio only. (B) No additional wood burning fire pits will be allowed as of July 9<sup>th</sup>, 2019. (C) All existing fire pits prior to July 9<sup>th</sup>, 2019 must be located at least ten feet from the nearest exterior wall and must have a mesh cover to contain embers when in use.

Section 4. (q) of **Declaration of Restrictive and Protective Covenants**: Applies as to the insurance requirements; "Each owner of a residential structure shall maintain fire and extended coverage insurance".

Section 7 of **Rules and Regulations: Nuisance** shall apply for excessive smoke.

**Section 17. Rental of Homes in Sonata Bay.** (See Covenants, Page 5, Article III, Section 4, Paragraph (d).

**Section 18. Additions.** Effective June 24, 2008, residents wishing to consider porches or additions to their homes should be aware of the following:

- (a) Before any changes are undertaken, the Architectural Review Committee must approve those changes.
- (b) The porch (variously referred to as a screened porch, a sun porch or a three-season room) can only be a three-season porch. No heat or air conditioning is allowed.
- (c) The room may be no larger than 13'8" by 10'.
- (d) It must be constructed of the same materials, i.e. siding, shingles and windows, as the house.
- (e) Roofline must conform to the house. No shed type roofs are permitted.
- (f) After construction is completed, side yards must still meet the Berkeley Township zoning requirements of 5' side yards with a total aggregate of 15'.
- (g) In no event will the porch interfere with or obstruct a swale.
- (h) A copy of all necessary permits from Berkeley Township must be submitted to and approved by the Architectural Review Committee.

**Section 19. Driveways/Walkways.**

- (a) Driveways in the community shall be maintained in a condition as follows:
    - Macadam (blacktop) or Pavers.
    - If pavers, they must blend with the house color. Color choices are gray, red/brown, beige or blue/gray.
    - If pavers are chosen, the homeowner will be responsible for snow removal from paved areas. If homeowner chooses to have the contractor hired by the Association remove snow, a signed release will be required to absolve contractor from any paver damage and the community will assume NO RESPONSIBILITY.
  - (b) Homes with two (2) car garages will not be allowed to extend driveways beyond the existing garage width. Homes with a one (1)-car garage can extend the driveway up to the width of the sidewall of the garage.
  - (c) Walkways are not to exceed three (3) feet in width.
- In no event will driveways/walkways interfere with or obstruct a swale.
- (d) Any exception to a – c, must be approved by the Board of Trustees

**Section 20. Garage Doors.** An architectural request form must be submitted and approved before work can be done. Two car garage doors shall be either eight (8) square or four (4) rectangular in design. One-car garage doors shall be either four (4) square panel design or two (2) rectangular in design. Windows are only allowed on the top panel of the doors. The doors must compliment the color scheme of the existing siding or existing garage door. Ornamental "Carriage Door" hardware as well as door colors must be approved by the Architectural Committee before purchase and installation. Garage door screens are permitted but must not be visible when garage door is closed.

**Section 21. Vehicle Storage Lot.** The Board shall designate a member of the Association in good standing to administer the use of the "Vehicle Storage Lot" and he or she shall maintain records and report to the Board of Trustees. Occupants in good standing wishing to use the "Lot" shall request an application form from the Lot Administrator. Use is restricted to a maximum of two (2) Vehicles (as defined by Article III, Section 4, subparagraph (c) of the Covenants) belonging to members of the Association as evidenced by a copy of vehicle registration in the occupant's name which must be enclosed with the application. Proof of insurance coverage for the vehicle must accompany application.



**Section 22. Storm Doors.** Storm doors shall be either FULL GLASS or SELF STORING GLASS. Brass kick plates are optional. Doors must be either white or solid color, which blends with the house.

**Section 23. Flower Boxes.** Flower boxes (window boxes) shall be solid color, which blends with the house or redwood.

**Section 24. Awnings.** Awnings will be installed over patios only; must be retractable with no poles or side curtains. Awnings must be either solid or striped in colors, which blend with the house.

**Section 25. Shutters.** Shutters shall be the raised panel or louvered. They must be solid color, which compliments the house color.

**Section 26. Roofs.** The replacement roofs shall be either 3-tab shingle or timberline type roofing. The color of the replacement roof must be as close as possible to the existing roof color.

**Section 27. Solar Tube Skylights.** Homeowners will be permitted to have solar tube skylights installed. Before installation refer to Resolution 1997-43 in Resolution Book in Clubhouse Library.

**Section 28. Extended Patios.** Patios may be constructed of concrete, brick pavers, or composite material (e.g. TREX, VERANDA). If the patio is in the rear of the house, the maximum width must conform to the width of the house; the maximum depth is twenty (20) feet. There must be five (5) feet from the end of the patio to rear property line. (Common area is not included.) If the patio is on the side of the house, the maximum width is from existing patio to the rear of the house with a maximum depth of fifteen (15) feet. There must be five (5) feet between the end of the patio and the side property line.

1. Construction may not disrupt swale, impeding water flow.
2. Patio may not wrap around corner of the house.
3. When using material over existing patio, the maximum height of new material is 6-1/4 inches.
4. Color must blend with the house.
5. Patio design requires Architectural Review Committee approval.

**Section 29. Outside Lamps.** Replacement of outside lamps must be the same "traditional style" as originally on the house. The color of lamps on the outside of the home may be white, brass, black, pewter, the color of the house, house trim and/or match the color of the shutters.

**Section 30. Non-Age Qualifying Heirs to Property in Sonata Bay.** In the event that heirs do not meet age qualifications for residency in the dwelling unit (55 and over), such person (or persons) may remain in the unit for one hundred twenty (120) days. If there are extenuating circumstances, the Board has the power to extend these limits. Within the above-mentioned one hundred twenty (120) days, the heirs are required to notify the Board of Trustees of their decision as to the disposition of the property. In any and all cases, heirs are responsible for the property maintenance as well as association fees.

**Section 31. Solar Shades (Exterior Use)** Solar Shades are permitted to be installed on porches located in the rear or on the side of the house. At no time are they to be installed in the front of the house. The requirements of solar shades are as follows:

- a) Color of shades to be cream colored vinyl screen
- b) Sizes: 4, 6, 8, or 10 feet wide
- c) When not in use, screen is to be stored in storage housing
- d) Architectural Committee approval is required.

**Section 32. Replacement of Homes in Sonata Bay** In the event any home is rendered uninhabitable, the Homeowner must restore the dwelling. If the residence is destroyed, the debris must be removed and the Board of Trustees informed in writing of the intended action within thirty (30) days.

The home must be replaced with the same model that was originally on the lot. If the original home had any options such as a porch or loft the Homeowner may elect not to incorporate these options in the new plan.

Any replacement must conform to all of the Rules and Regulations as outlined in the 'BLUE BOOK'. Color of siding must be of the same color as on the original home, or as close as possible.

Windows must also be the same style as those on the original house or as close as possible.

Before any work can begin, a plan and schedule must be submitted to the Architectural Committee for review. The Committee will have ten (10) days in which to respond whether plans are accepted, rejected or require modification. If accepted, the Homeowner shall then proceed to Berkeley Township and apply for the necessary permits. Upon receipt of such, a copy must be given to the Architectural Committee.

The Homeowner will then have 180 days after removal of debris to complete the home. If the Homeowner incurs any delays, the Homeowner may appeal to the Board of Trustees, in writing, the nature of the problem. At their discretion, the Board of Trustees may extend the time limit.

**Section 33. Guests In Clubhouse** The social and sports facilities of the Sonata Bay Club have been put into place for the enjoyment and recreation of the homeowners and residents in good standing of Sonata Bay. These facilities include, but are not limited to the use of the swimming pool, the surrounding poolside area, the Bocce, Shuffleboard and Tennis Courts, Golf driving range, the Exercise room, the Card rooms, and the Billiard room. A member of the Sonata Bay Club, in good standing, may on occasion invite a guest or guests to join him/her during these activities. The exceptions being participation in any exercise program, use of any exercise equipment and children under sixteen (16) years of age shall not be permitted in the Exercise or Billiard rooms. A guest is defined as any relative or friend of a member in good standing who has been offered an opportunity to enjoy these facilities while being accompanied by that member.

A guest may also occasionally be invited to participate additional times by the same or another member in good standing. However, a guest shall not participate in any activity on a regular basis, nor shall he/she be included in any sign up or registered activity. Furthermore, a guest shall not solely participate in the planning or the implementation of any Sonata Bay Club activity.

**Section 34. Parking of Storage/Disposal Containers** Any container, motorized or stationary, that is used for storage/disposal will be allowed to be placed on the driveway of the home for a period not to exceed two (2) weeks. If there are extenuating circumstances, the resident may appeal to the Board in writing for an extension of time. The Board has the power to grant or deny any extension.

**Section 35. Garage Sales** Garage sales are NOT permitted on any lot or common property within Sonata Bay.

**Section 36. Estate Sales** Estate Sales are permitted with the following conditions:

- a) Homeowner(s) or heir(s) must request permission in writing from the Board of Trustees.
- b) The sale must be confined to the interior of the house and the garage doors must be closed.
- c) Two (2) days maximum duration
- d) Times Allowed: no earlier than 10:00 a.m. – no later than 5:00 p.m.
- e) Parking will be permitted only on the side of the street where the home is located
- f) Homeowner(s) or heir(s) will make certain that cars do not block neighbor's driveways
- g) Signs advertising the sale are not permitted on any lot or common property
- h) Balloons may be tied to the mailbox

**Section 37. Decorative Planters** Decorative planters may be placed on the homeowner's property with the following conditions:

- a) They must be placed within the three (3) foot area around the perimeter of the house.
- b) They may also be placed on either side of the garage door.
- c) Maximum height of the planter may not exceed two (2) feet. The material must be either cement, clay or composite.
- d) The planters may not interfere with Landscaping and/or Snow Removal.
- e) Any planters outside designated areas must be moved to comply with aforementioned specifications.

**SONATA BAY HOMEOWNERS' ASSOCIATION, LANDSCAPING AND SNOW REMOVAL COMPANIES WILL NOT BE RESPONSIBLE FOR ANY DAMAGES SUSTAINED TO PLANTERS OUTSIDE THE DESIGNATED AREAS.**

**Section 38. Driveways/Walkways** Driveways in the community shall be maintained in a condition as follows:

- a) Driveways must be either macadam or pavers
- b) Combinations are not permitted
- c) Current combination driveways are grandfathered
- d) Residents, who currently have combination driveways and wish in the future to replace them, must choose either macadam or pavers.

This regulation is an addition to and a clarification of section 19, which has not been deleted.

**Section 39. Roof Replacement for Attached Homes** In the event a roof must be replaced on an attached home, it is recommended that both homeowners agree to the replacement of both roofs. If only one roof is replaced, the second, upon its replacement, must be the same color as the first replacement. This regulation is an addition to and a clarification of section 26, which has not been deleted.

**Section 40. Replacement of Windows**  
**Architectural Review forms must be approved prior to the purchase and installation of windows.** Windows may be single or double hung and must fit in the original opening. They must have the following grid patterns.  
Windows measuring 31 inches wide and 66 inches tall may have the following: 60% top and 40% bottom glass may have nine panes for the top window and 6 panes for the bottom window. If the window is split fifty-fifty, top and bottom respectively, only nine panes on the top and bottom are permitted.  
Windows measuring 22 inches wide and 66 inches high may have the following: 60-40 split have shall have 6 over 4 panes. If the window is split 50-50 then only six panes on the top and bottom are permitted. Glass may be tinted, and all frames must be white with white grids.  
Bathroom Windows replacements shall be no larger than the existing opening and may have an arched top and must have white vinyl frames and grids. Any deviation must be approved by the Architectural Committee.  
Garden Window may be permitted in the house layout permits and does not impact the neighboring residence.  
The Architectural Committee will inspect the area and make each decision on a case-by-case basis. Window wrap must be made of aluminum siding and colors must match the siding or complement the color of the house. Architectural Review forms must be approved prior to the purchase of and installation of windows. Casement windows may be approved for installation over sinks or in sun rooms but require approval by the Architectural Committee. These windows must have grids

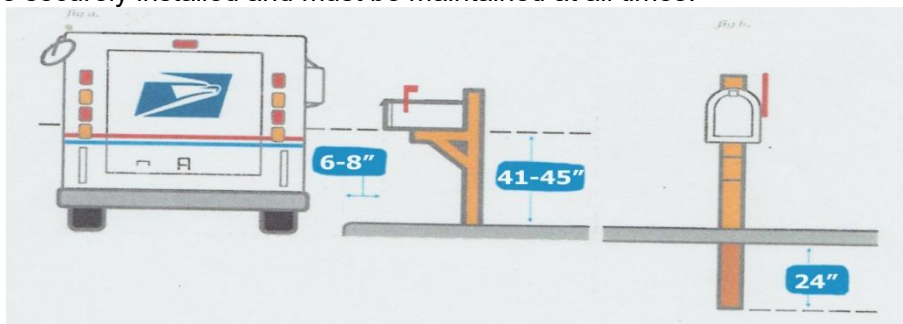
**Section 41. Animals and Pets in Clubhouse** Animals, except registered service animals, are not permitted in the Clubhouse, all sports amenities or in the pool area. (This regulation is an addition to and a clarification of Section 3, which has not been deleted.)

**Section 42. Front Entrance Doors and Shutters** Front entrance door and shutters can be repainted. Color must match the color pallet on the display at the clubhouse and be harmonious with the color of the siding. Approval must be obtained from the Architectural Review Committee before painting.

**Section 43. Homeowners in Violation** Homeowners(s) whose rights are currently suspended by the Board of Trustees for violations to the Covenants, Bylaws and/or Rules and Regulations will not be given permission to undertake any changes where Architecture approval is required until after such violations are corrected.

**Section 44. Animal Control** At all times animals must be on a leash not to exceed six feet. This includes while in an open garage, anywhere on the owner's property, or throughout the community. Animal walkers are required to pick up after their animals, at all times in all areas of the community. (Also see Section 3 and Section 41 of Rules and Regulations.) We are also in compliance with Berkeley Township Animal Ordinances: 1974 code 75-13, 1974 code 75-16, Ord. No 84-1 and 1974 code 75-17, which can be found in the Resolution & Charter Book in the Library; Resolution No. 2015-1.

**Section 45: Mailbox Guidelines** Both the mailbox and the supporting post at each residence must conform to the Post Office Regulations. See illustration below for details. The post must be securely installed and must be maintained at all times.



**Section 46: Tree Removal** A tree in the front yard of every residence is to be replaced if it has been or will be removed. Lots which have more than one tree on the property adjacent to the street are not required to plant another tree. Corner Lots must have a tree planted on the property adjacent to the street on both sides if trees are removed. Any tree removed from the property must have the stump ground down below grade level and grass planted. This is a Township rule under the **Shade Tree Ordinance**. Homeowners must submit a form to the Architectural Review Committee before any tree is removed.

**Section 47: Replacement of Front Entrance Doors** Doors must be selected from one of the illustrations posted in the Clubhouse and/ or available from the Architecture Committee. They may be wooden and stained to blend with the color of the house or painted with the previously approved colors. Metal clad doors are preferable. The sidelight must be full-length and match the transom. The glass may be frosted, stained, clear or textured and it may contain lead-came which can be stained either black, brass or copper. Architectural Committee request forms must be completed and approved prior to purchase or any changes made to front door.

**Section 48: Payment of Assessment Levied** In the event a Lot Owner, Homeowner or Member shall fail to pay any assessment levied against their Lot pursuant to Article IV of the Bylaws together with such interest thereon, late charges and cost of collection thereof, including reasonable attorneys' fees, within 40 days after the same shall become due and payable, the Association shall be entitled to record a lien for such outstanding monies due and/or commence to foreclose upon the lien in accordance with New Jersey law, the Declaration, Bylaws and the Rules And Regulations. (See Full Resolution for Delinquent Accounts)

**Section 49: Code of Conduct** Only the business of the Association is to be discussed at the general meetings or special meetings of the Association Board and discussion about the personal business, personal affairs and personal circumstances of any Homeowner, Lot Owner or Member which constitutes abusive, offensive or harassing language or conduct is prohibited. (See Full Resolution Regarding the Code of Homeowners)

**Section 50: Board Liaisons** A Board member cannot be a liaison to a committee if his/her spouse is the Chairperson of that committee. (See Article X, Section 1)

**Section 51: Mailing of documents needing a vote** All documents that require a community vote will be mailed, via U.S. post office mailing, to each homeowner rather than be handed out to them. This will include but is not limited to the election ballot and any changes to be made to the Bylaws or Covenants. (See Article III, Section 5)