



**EAST**

Condominium Association, Inc.

415 Village Drive, East Brunswick, NJ 08816

## **Residents Handbook**

### **Rules**

### **Regulations**

### **And**

## **General Information**

Association Office 732-254-7763

Fax 732-254-1791

THIS HANDBOOK IS THE PROPERTY OF SOCIETY HILL EAST.

**UPON CHANGE OF OWNERSHIP OR TENANCY, THIS BOOK IS TO BE TRANSFERRED TO THE NEW OWNER OR TENANT; ADDITIONAL COPIES MAY BE OBTAINED FOR A FEE OF \$25.00 OR FOR FREE ON OUR WEB SITE AT [www.societyhilleast.org](http://www.societyhilleast.org).**

You have the obligation to read and understand these rules and regulations.

Revised December 2012

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## **WELCOME TO SOCIETY HILL EAST**

Society Hill East is a Condominium Development within the Township of East Brunswick, County of Middlesex, established under the laws of the State of New Jersey.

This handbook is designed to introduce you to the Association and the facilities available. For everyone to get the most out of our environment and maintain our investment, it is imperative that certain rules and regulations be observed. This handbook is not intended to supersede or replace the recorded Master Deed, and if this handbook should conflict with the recorded Master Deed or By-Laws, the recorded Master Deed and By-Laws shall govern. A copy is available free of charge on our web site [www.societyhilleast.org/](http://www.societyhilleast.org/).

Please read this handbook carefully, and enjoy Condominium living to the fullest. If you have any suggestions, the Association will welcome them.

Society Hill East consists of Morgan Place, Applegate Lane, Palombi Court, and McDowell Drive. We have 56 buildings not including the clubhouse and garage building on 43 acres. There are 414 condominium units. Recreational facilities include 2 tennis courts and a 25ø x 50ø swimming pool from 3ø to 9ø deep and an area with lounges, tables and chairs. A 1600 square foot furnished Clubhouse, with a multi-purpose room; lounge area with fireplace, kitchen, menø and ladies rest rooms, and central air conditioning is available to residents.

### **ASSOCIATION OFFICE**

The Association Office is located in the Clubhouse at 415 Village Drive, East Brunswick, New Jersey 08816.

The office is staffed by a full time property manager to administer the daily business of the Association Monday through Friday. The telephone number is 732-254-7763. After hours and when the Association Manager is not available, an answering machine will record your messages and give you an off hours telephone number. The mailing address is: 415 Village Drive, East Brunswick, New Jersey 08816.

## **ASSOCIATION MEMBERS**

Every owner or co-owner of a unit is a member of the Association until such time as his or her ownership of a dwelling unit ceases. Each unit may exercise one vote in any election conducted by the Association. Tenants of a unit are not members of the Association, and therefore are not entitled to vote.

As an owner or resident of a condominium unit, you enjoy access to the social, recreational and administrative facilities and services enjoyed by other residents. In return, you have the obligation to make sure that Society Hill East is properly maintained, protected, operated and improved. Some of your rights and obligations are outlined below:

- You have the right to use the recreational and social facilities of the community as long as you are in good standing. You have the obligation to follow the rules and regulations established for the benefit of all residents.
- You have the right to seek the assistance of the Board of Trustees and Management for any problem you may encounter. You have the obligation to do so in a courteous manner and at the appropriate time and place.
- You have the right to privacy and safety for yourself, your family and property. You have the obligation to comply with the rules and regulations developed by the Board.
- You have the right to a sound fiscal administration and policies in the operation of Society Hill East. You have the obligation to pay your monthly condominium fees or any special assessment fully and promptly. Failure to do so deprives the community of financial well-being, services and facilities. Failure also subjects the owner to late fees, a possible lien on his /her property, a law suit or a foreclosure.
- You have the right and obligation to participate in all elections. Failure to vote on important issues deprives the community of a clear consensus of what is or is not needed or desired by the majority of the owners and delays or impedes decisions.

## **RESIDENT MEMBER**

A resident member is a permanent resident of the unit. A visiting member of the family is not considered a resident member, but a guest subject to all rules applicable to guests. A member who does not reside in his unit gives up his right to use the recreational and social facilities, but maintains his right to vote.

## **ADMINISTERING THE ASSOCIATION**

The Condominium Association shall be administered, supervised and managed by Society Hill East Condominium Association, Inc. having its principal office at 415 Village Drive, East Brunswick, New Jersey. The members of the Association shall elect a Board of Trustees, as set forth in the Master Deed, who shall be vested with the rights, powers and duties necessary for the proper administration in accordance with the provisions of the Master Deed, the By-laws, Rules and Regulations of the Association, and the Condominium Act of the State of New Jersey.

The Board consists of elected homeowners and they serve without compensation. Board members are elected for a three year term at each annual meeting in June by the ballots of the majority of the Association members in good standing. Voting may be done in person, or by sending back your proxy/ballot.

The Board's responsibility is to provide effective physical maintenance of the common property; establish and maintain a sound fiscal policy; propose and adopt annual operating and reserve budgets; provide adequate insurance coverage as required in the By-Laws and establish and enforce Association rules and regulations.

The Board may contract with a management agent to efficiently and properly execute the tasks involved in the daily administration of the Association. The Board may also appoint committees to assist and advise the Board on various aspects of the Association.

## **STANDING COMMITTEES**

Effective committees are essential to a well-run community association in assisting and advising the Board of Trustees.

The responsibility of the Board is to provide clearly written guidelines on tasks, the scope of the assignments and the timetable for their completion. The Board President will assign a board member as a liaison to each committee to insure effective communications between both groups.

The responsibility of each committee to the Board is to hold regular meetings and to keep accurate records of the activities of these meetings. Committees are to provide written reports to the Board on actions proposed, requested Board action and approval.

It should be remembered that both committees and the Board of Trustees are comprised of residents who are volunteering their time and efforts to serve our community. Anyone interested in serving on a committee should contact the Association office.

The following are some of the standing committees: Alternative Dispute Resolution Committee, Architectural Committee, Election Committee, Finance Committee, Grounds and Maintenance Committee, Pool/Recreation Committee, Violations Committee.

## **ACCESS TO CONDOMINIUM UNITS**

The Association shall have the irrevocable right, to be exercised by the Trustees or Manager of the Association, to have access to each unit from time to time during reasonable hours as may be necessary for the maintenance, repair or replacement of any of the common elements therein or accessible there from or for making emergency repairs therein necessary to prevent damage to the common elements or to another dwelling unit or units. Notice will be given to the unit owner/occupant except in emergency situations.

## **ALTERNATIVE DISPUTE RESOLUTION**

New Jersey law requires community associations to offer Alternative Dispute Resolution (ADR) with regard to violations and the imposition of a fine. If you would like an Alternative Dispute Resolution hearing please contact the Association, in writing, at 415 Village Drive, East Brunswick, NJ 08816 within ten (10) days from the date of the violation letter and you will be notified of the date of the hearing. If you do not request an ADR within the ten-day period, you will waive (give up) your right to an ADR.

## **ANIMAL CONTROL**

All pets must be kept on a leash and are not allowed to run free. Cats must be kept indoors at all times. Pets are not allowed to be tied outside a unit on common ground or left unattended on porches, patios or at main entrances to residences. Owners of pets who leave them alone for extended periods of time must see that doors and windows of their unit are closed. No animals are allowed in the tennis areas, clubhouse, and swimming pool area or in any of the recreational areas. It is prohibited to dump dog droppings down the storm sewers. It is prohibited to walk a pet to relieve itself on the sidewalks, common areas surrounding residences or in the parking lots. Dog walkers must carry an implement or shovel for use in picking up droppings. All dog owners must obtain a license from the Township and a tag must be worn by the dog at all times. Dangerous Dogs are prohibited.

Violation of these rules will subject the pet owner to penalties as follows:

- 1<sup>st</sup> offense - \$100.00
- 2<sup>nd</sup> offense - \$150.00
- 3<sup>rd</sup> offense - \$200.00
- 4<sup>th</sup> offense - \$250.00

This is in addition to any fines issued by East Brunswick Township.

Feeding of wildlife is strictly prohibited.

## **ANTENNAS**

No outside TV or radio antennas are permitted.

## **BICYCLES**

Bicycles must be operated and runners must jog on the streets in a careful, cautious and prudent manner to avoid any injury to themselves and to other persons. Bicycle riders should move in the same direction as traffic on the roadway. Bicycles cannot be stored in front of townhouse units, in landscaping or common areas such as breezeways.

## **BULLETIN BOARD**

A bulletin board is located outside of the clubhouse. All notices posted must be processed through the Association Office and will remain on the board for no longer than one month. Only Association Notices are allowed posted on the mailboxes.

## **CLOTHES LINES/LAUNDRY**

The hanging of laundry outdoors is strictly prohibited. Violation of this rule will result in the following penalties:

- 1<sup>st</sup> offense ó warning
- 2<sup>nd</sup> offense - \$25.00 per offense

## **COLUMNS**

No nails, screws, or brackets of any kind can be affixed to the wood columns or balconies.

## **COMPLAINTS**

If a resident has complaints or problems, call the Association Office or submit a written complaint.

## **CONDENSATION LINES**

Maintenance of condensation lines are the responsibility of the unit owner, where condensation lines are shared by units in the multiplex buildings the cost of maintenance will be shared with the unit owners sharing the pipe.

## **DRYER VENT CLEANING**

Dryer vent duct work shall be cleaned by a certified and insured company every other year. The Association will remind you with a notice. Failure to provide the certification of cleaning by the deadline will result in a \$ 50.00 a month fine.

## **FINES**

The minimum fine for violation of Association rules is \$ 25.00 unless other wise noted or established by the Board of trustees.



## **FIREPLACES AND FIRE WOOD STORAGE**

Units with fire places are required to have the fire place inspected by a certified and insured chimney sweep every other year. The Association will remind you with a notice. Failure to provide the certification of inspection by the deadline will result in a \$ 50.00 a month fine. Firewood shall be store in appropriate firewood storage rings. Firewood may not be stored anywhere on the common elements or limited common elements from May 15<sup>th</sup> thru September 15<sup>th</sup>. Wood cannot be stored against privacy fences or the sides of units. Firewood cannot be stored in the wooded area. (front, back, or side of unit)

## **FLOOD LIGHTS**

No floodlights shall be attached to the outside structure of buildings or any other common area without written approval from the Board of Trustees.

## **FOR SALE SIGNS**

The posting of "For Sale" signs on Society Hill East property or in a unit window is prohibited except on weekends. The fine for violation of this rule is \$ 25.00 per offense.

## **FRONT ENTRANCE DOORS**

Replacement of entrance doors are the responsibility of the unit owner. A modification form must be submitted. Front doors must match the look of other doors in the community. The Association will be responsible for painting the door. Paint shall match existing shutters and all colors will be existing colors used in the community.

## **GARDEN HOSES AND HOSE BIBS**

Exterior water faucets are provided on certain units and the care and maintenance is the responsibility of the unit owner. The sealant or caulk around the pipe between the pipe and the siding, or brick, should be checked periodically and reapplied as required.

Hose bibs must be drained for the winter season to prevent freeze ups and broken pipes.

- A. Shut off the water line servicing the hose bib. This is a brass colored valve usually located under the kitchen or powder room sink.
- B. Open the exterior faucet to relieve the pressure and allow to drain. Leave open.
- C. If there is a brass collar screwed onto the outside faucet, (a backflow preventer) this should be adjusted to allow water to drain out.
- D. The brass shutoff valve, referred to in paragraph A, has a small screw on the side of the body. Loosening this will permit the draining of any back pitch of the pipe between the interior valve and exterior faucet. There should be no pressure in the line between the outside faucet and this valve after opening the outside faucet. There may be at most, only about a cup of water remaining in the valve and this should drain out when the small screw is removed from the interior valve. If there is water pressure when this is loosened, repeat the above steps or contact your plumber.

## **GARDEN HOSES AND HOSE BIBS (continued)**

Hoses are to be neatly coiled and may be stored on a hose holder in the front of the units at least two feet in from your neighbor's unit and as low to the ground as possible. In the rear of the units, hose holders may not be attached to the privacy fences. Garden hoses are not to be left lying in the shrubbery or on the lawns.

## **HOLIDAY DECORATIONS (by resolution November 14, 1995)**

1. The placement of holiday decorations is limited to the interior windows, exterior surfaces of the unit front entrance doors and front stoops.
2. No nails, screws or other penetrating fasteners may be affixed to the outside of the buildings. In addition, no wires may be placed across a stoop, step or walkways.
3. No decorations and/or displays will be permitted on trees, shrubs, lawns, or any other exterior common elements.
4. Holiday decorations are to be put up no sooner than 14 days before the date of the holiday and must be removed no later than 14 days after.

## **LAWN SPRINKLERS**

The Association is equipped with an automatic underground lawn irrigation system. If the system is malfunctioning in your area, notify the Association office immediately. Do not attempt to make any adjustments to these sprinklers. The Association is responsible for all lawn maintenance and foundation plantings, planted by the developer and/or the Association.

## **LIGHTING**

The Association is responsible for and pays for all street lighting and common area lighting. If a light is out in your area, notify the Association office giving the number that is mounted on the pole. The common area hall lights on the duplex and triplex buildings are also the responsibility of the Association, the porch or balcony light is the responsibility of the unit owner, fixtures must be maintained. Front and rear exterior lights on townhouse units are the responsibility of the unit owner, fixtures must be maintained. Exterior electrical outlets are the responsibility of the unit owner. Meter pan replacement is the responsibility of the Association, individual unit service breakers are the responsibility of the unit owner.

## **MAIL BOXES**

Mail box keys are passed on to the buyer by the seller, the Association does not have keys. Misplaced keys need to be replaced through the Post Office. Please do not block the front or rear access of the mail boxes, if the rear access is blocked the mail carrier will not deliver the mail.

## **MAINTENANCE ASSESSMENTS**

Your monthly maintenance fee pays for these and other items but not limited to the following:

1. Recreation facilities maintenance.
2. Grounds maintenance except for foundation plantings done by residents.
3. Painting and repairs of all buildings but not including painting, decorating or repairs to the interior of units.
4. Snow removal.
5. Payment of all Association sub-contractors.
6. Insurance on all common elements.
7. Legal counsel and accounting services.
8. Payment of Association utility charges
9. Payment of land taxes
10. Capital Reserve replacement fund.

### **Collection Policy**

Your monthly maintenance fee is due on the first of each month, it will be considered delinquent if payment is not received before the 15<sup>th</sup> of the month, the management company will send out a late notice with a late charge of \$ 25.00. If payment in full, including the \$ 25.00 late fee is not received by the end of the month, another \$ 25.00 will be added to the balance. For each two week period in which the bill continues to go unpaid another \$ 25.00 is added to the account. Once the account is delinquent for 3 months it is turned over to the Association's legal counsel for collection. If the fee is unpaid for six months, a foreclosure will commence. All legal fees will be borne by the homeowner, legal fees cannot be waived.

## **MODIFICATIONS**

Prior to any intended alteration, addition, variation, modification or substitution to any residence, to the general overall appearance to the common property, request must be submitted to the Board for approval.

1. Request from the office or go to our web site and obtain the conformance standards for the modification.
2. Submit a modification request form along with plans and drawings in sufficient detail for the Board to evaluate the request properly. Attached the appropriate deposit with your request.
3. If your modification request is approved you will have 60 days to complete.
4. Once the modification is completed, notify the office for a conformance inspection.
5. If your modification is in conformance your deposit will be returned.
6. If your modification is found to be non-conforming your deposit will be held and you are responsible for bringing the modification into conformance or remove it at your cost. You will be subject to fines if not corrected.

## **MODIFICATIONS (continued)**

Windows, Storage Shed, Satellite Dish, Storm Door, Outdoor Storage Closet Door, Landscaping, Florida Room, Patio (Red Pavers), Privacy Fence, Attic Fan, Sliding Glass Door, Front Entrance Doors are examples of modification that needs approval.

If any modification is made without approval, the resident must restore the property in question to the original condition at his or her expense, or the Association will restore the property to the original condition and the cost will be charged to the resident. Residents will be subject to fines as long as the unapproved modification remains. The resident may request a post facto approval.

## **NOISE**

As a matter of neighborly courtesy, the operation of the washers and dryers after 10:00 p.m. is strongly discouraged in the duplex and triplex buildings. The volume of televisions and stereos should be monitored at all times.

No resident shall keep, harbor or maintain any dog that habitually barks or cries as to disturb the public peace.

## **OUTDOOR ACTIVITIES (by resolution January 14, 1997)**

1. Playing golf in any form is prohibited.
2. Skateboarding in any form is prohibited.
3. Playing baseball with a wood or metal bat is prohibited. Playing baseball using plastic balls and bats is allowed.
4. Street Hockey playing will be allowed only Monday through Friday between the hours of 9 A.M. and 4 P.M. Using a hard and or rubber puck is prohibited.
5. Street basketball playing will be allowed only Monday through Friday, between the hours of 9 A.M. and 4 P.M.
6. All portable street hockey nets and portable basketball hoops must be removed from the street by 4 P.M. each day.
7. Riding bicycles on the grass areas of the common elements is prohibited.
8. Activities resulting in excessive noise levels shall cease at 10 P.M. in accordance with East Brunswick Township Ordinance.
9. Any damage to the common elements as a result of any of the aforesaid prohibited activities will be corrected by the Association and the cost thereof will be assessed to the responsible unit owner.

## **OUT DOOR FURNITURE**

Outdoor or lawn furniture must not be left on lawns or among shrubs when not in use. This allows lawn work to proceed unimpeded by obstacles and also prevents damage of personal property. Residents shall not use lawn ornaments.

## **OUT DOOR GRILLS**

The State of New Jersey regulates barbecue grill usage in multiple family dwellings (townhouses and condominiums). The State of New Jersey adopted the Uniform Fire Code on February 18, 1985. Part of the code addresses the use of propane fueled equipment, including grills. It is a violation to store or even carry propane in or through a dwelling unit, including balconies.

In an attempt to satisfy the intent of the code and still allow a reasonable degree of enjoyment, the following regulations are the minimum acceptable standards.

1. No grill, gas, electric or solid fueled, shall be used or stored within 5 feet laterally of any portion of any structure, included but not limited to floors, walls, railings, privacy fence, decks, roofs, ceilings, etc.
2. No grill, gas, electric, or solid fueled, is to be used within any dwelling unit.
3. No gas fuel in containers in excess of 2-1/2 pounds of water capacity (approximately 1 pound L.P. gas capacity) is to be stored in any building.

## **OUT DOOR PLANTING**

Residents are permitted to landscape the foundation area of their unit with a modification approval. Maintenance of this area then becomes the responsibility of the homeowner and not the Association. The foundation area is considered to be the area three feet from the foundation of the unit. Residents of townhouse units may also landscape the area along the rear privacy fences. This landscaping may not extend more than two feet from the fence and may not extend beyond the end of the fence. Plantings are to be kept less than three feet in height. Flower boxes and pots up to twelve inches are permitted on stoops or patios, but not on walkways or lawns areas. Baskets up to eight inches in diameter may be hung from the sides of the fence but not the end of the fence. No baskets may be affixed to the aluminum or brick surfaces of the buildings. Any damages to fences caused by plantings or baskets are the homeowner's responsibility. No other plantings are permitted without approval of the Board. This rule is necessary to prevent unintentional damage to the underground wires, cable and sprinkler systems and to ensure lawn mowing can be performed without too many obstacles. Fruit and vegetable plants are not permitted, unless in a planter and located on the patio. Plantings should not block sprinkler system. Hanging baskets or flag holders cannot be affixed to the wooden columns or balconies.

Failure to maintain homeowner's plantings will result in a fine of:

- 1<sup>st</sup> offense ó written warning
- 2<sup>nd</sup> offense - \$ 25.00
- 3<sup>rd</sup> offense - \$ 50.00
- 4<sup>th</sup> offense - \$ 100.00

## **PATIO BLOCKS**

Limited to 150, 225, and 250 models. Blocks may be used to extend the existing patio to the fence to get a walkway to the utility closet. Weed killer and plastic must be used. 300 and 600 models with enclosed patios only. One row of blocks in front of the patio doors as a step to grass area. Color and size of blocks must be the same. Blocks must be laid lengthwise. No blocks are to be placed under barbecues. Homeowners must submit a modification form and meet the conformance specifications provided to the Homeowner when the request is approved. Please refer to the Modification section for more details.

## **PROHIBITED VEHICLES**

The Township of East Brunswick prohibits the operation of mopeds, trail bikes, dirt bikes or similar vehicles anywhere in the Township, except on trails specifically designated for such vehicles. In accordance with the Township ordinance, the operation of these vehicles anywhere on Society Hill property is strictly prohibited. Residents violating this law are subject to fines and/or loss of Association privileges. In addition, vehicles reported operating on the property will be confiscated by the East Brunswick Police.

## **RENTAL RESTRICTIONS OF UNITS**

No unit may be rented for less than 180 days. When a unit owner wishes to rent his/her unit he/she must notify the Association and furnish the Association with a copy of the Rental Agreement/Lease and file a lease rider with the Association with every new lease. A \$ 50.00 administrative fee will be charged for all new renters paid by the owner renting the unit.

## **RESALE OF UNITS**

It is the responsibility of the unit owner to notify the Association of the sale of his/her unit in writing. The purpose of this notification is to allow the Association to update its records, and make arrangements for the return of any escrow deposits.

Each unit seller will be assessed an administrative charge in the amount of \$ 250.00.

## **ROOF VENT AND ATTIC FANS**

Approval must be obtained to install any outside vents, roof vents, attic exhaust fans or to put a hole in the roof for any purpose. Building permits are required as well as filing of a restrictive covenant form with Middlesex County.

## **SATELLITE DISHES**

Satellite Dish installations must be approved by the Board. Homeowners must request and submit a modification form and meet the conformance specifications provided to the Homeowner when the request is approved. Please refer to the Modification section for more details.

## **SKYLIGHTS (this pertains only to third floor condo units)**

Skylight replacement is the responsibility of the unit owner. Homeowners must submit a modification form and meet the conformance specifications provided to the Homeowner when the request is approved. Please refer to the Modification section for more details.

## **SOLICITATION**

No solicitation without authorization is allowed in the complex. This includes the distribution of flyers, signs posted inside a unit, postings on mailboxes and common grounds.

## **SNOW REMOVAL**

In general snow plowing will begin when the accumulation reaches two inches. Snowfalls of less than two inches may be plowed at the discretion of the Board of Trustees. In order to provide the most efficient snow removal service, residents are urged to cooperate by temporarily moving their cars so the parking areas can be cleared. When the plow arrives to clear your parking space you should already have your car shoveled out and windows cleared. Do not wait for the snow plow to arrive to shovel out your car, the plow will not wait. Do not move your car from your assigned spot before the snow fall, you still need to move your car so the space can be cleared. Do not park in parking spots that have been designated as "snow dump" areas, cars parked in these spots will be subject to towing at the owner's expense. Cars not cleared off and left in spots which hinder the efficient snow removal will be subject to the vehicle being towed at the owner's expense and/or a \$ 50.00 fine. Anyone with a medical problem or other hardship should contact the Association Office in advance.

## **STREET SWEEPING**

Street sweeping is generally done once each spring to remove the residual sand and salt accumulated from snow activities. Based on legal opinion, the Association has the right to tow vehicles that do not move for the street cleaning and line painting after the owner has been properly notified.

## **STORAGE**

Bicycles, trunks, lawn furniture, grills, garbage, etc., are not to be stored on grass areas, behind landscaping, on stairs, porches, or under stairwells.

## **STORM DOORS MUST:**

1. Be of aluminum construction
2. Be white in color
3. Have glass in the window area (not acrylic).
4. Have locking hardware which may be brown, black or white in color
5. Be one of the attach designs

## **Storm Doors MUST NOT:**

1. Have jalousie windows.
2. Have colored decorative strapping, scrollwork or window strips.
3. Have any type of grill work.
4. Have contrasting colors on design inserts.
5. Have mail openings.

Homeowners must submit a modification form and meet the conformance specifications provided to the Homeowner when the request is approved. Please refer to the Modification section for more details. Storm doors must be maintained and in working condition.

## **TRASH AND RECYCLING COLLECTION**

Trash collection and recycling is provided by the Township of East Brunswick will be on Monday and Thursday. Large pick up items such as furniture or appliances will be collected on Thursday. Large items may be put out for Thursday pick up **ONLY!** The Association pays for the Thursday trash pick up through your maintenance fees from Labor Day to Memorial Day.

Trash is to be tightly secured in heavy plastic garbage bags and may be placed at curbside, no earlier than 10:00 p.m. on the evening prior to collection day. If a trash container is used, your unit number must be on the container and the container must be brought back in by 10:00 p.m. that night.

Recyclables consist of plastic, aluminum cans, glass and newspapers. Newspapers must be secured tightly, tied in bundles no higher than 12ö inches tall or placed in a blue recycling bin provided by the Township. Newspapers will not be collected if placed in plastic bags. Other recyclables such as plastics, aluminum and glass should be placed in a yellow 20 gallon container provided by the Township; your unit number must be on the container. This container is not to be used for household trash, but for recycling items only. Please refer to the East Brunswick Township recycling and solid waste information for further details.



## **TRASH AND RECYCLING COLLECTION CONTINUED**

All garbage and recycling containers shall be stored on your unit's concrete or block patio, or within your privacy fence not stored in common areas or in landscaping. A fine of \$ 50.00 will be assessed against the unit owner for violating any of the provisions established under this section.

Consumer electronics are prohibited by law to be disposed of with regular trash. This law only applies to the following items: personal computers including both, desk tops and lap tops, computer monitors and televisions. The items must not be placed inside the containers that are used for waste disposal. These items must be dropped off at the Recycling Center, located at 357 Dunhams Corner Road.

Also, appliances, metal, concrete, bricks, tires, paint, motor oil, propane tanks or any type of hazardous materials generated by a contractor is not to be placed in the containers for waste disposal.

## **WINDOWS**

The installation of replacement windows or doors in any residence is subject to approval by the Board. Homeowners must submit a modification form and meet the conformance specifications provided to the Homeowner when the request is approved. Please refer to the Modification section for more details.

## **WINDOW AIR CONDITIONERS**

Window air conditioners and fans are strictly prohibited. Central Air Conditioners must be maintained by the homeowner.

## **YARD SALES**

Yard sales are strictly prohibited; violators will be fined \$100.00 for each occurrence.

## TRAFFIC AND PARKING REGULATIONS

1. The parking area in Society Hill East is available for use by residents for the purpose of parking only those vehicles which by design and appearance are suitable and generally used for personal and or family transportation.
2. This specifically, but not exclusively excludes any vehicle which is more than 30 feet in length or measures more than 10 feet in height when measured from ground to the highest point of the body of the vehicle while the vehicle is parked.
3. Commercial lettering on vehicles shall not be more than 3-1/2 inches in height and no more than 3 lines or more than 24" long. Commercial vehicles (any vehicles with commercial plates) will be allowed to park only with Board approval.
4. Pick up trucks and Vans are permitted, however, they must meet with all other regulations specified herein. They must not have more than 2 axles and must not have more than 2 wheels per axle. It is not permissible to keep a pick up truck in the parking lot, on which the cargo bay has been increased in height by the installation of plywood, racks, or any other material other than a cap which has been manufactured for such purposes. No cargo may be kept in any open pick up truck which is not secure from spilling or may cause an odor which is toxic or offense in smell or which in any way poses a hazard to the community, or any persons living therein.
5. No snow plow may be attached to any resident's vehicle while it is parked in Society Hill East except as is needed by the resident while a traveler's advisory is in effect. No plow blades are to be stored outdoors anywhere in Society Hill East for the use of the Association to plow snow in the community.
6. Vans and Pick-up trucks owned and operated by residents may only be parked in the assigned spaces provided for his or her unit. Such vehicles MUST be backed into such designated spaces.
7. No decision by the Board of Trustee shall be relevant as far as establishing a binding precedent for future request for waivers. This also applies to Trustees action concerning waiver of these regulations.
8. All vehicles on Society Hill East property shall be properly registered and in operating condition. On-site parking is for the use of residents and their guest.
9. The Trustees may authorize and designate a person of their choosing to sign a complaint against the registered owner of any vehicle deemed to be a chronic and belligerent violator for violations of NJSA 39:4 56.2, and may also cause said vehicle to be towed away at the owners expense.
10. The storage of boats is strictly prohibited in parking areas or anywhere on the property. Moving pods are strictly prohibited.

## **TRAFFIC AND PARKING REGULATIONS (continued)**

11. Nothing herein is intended to prevent a private visitor from entering in his vehicle for the purpose of delivering goods or services at the request of any homeowner.
12. Each unit is assigned **ONE** parking space for their private use, and residents should use that space. Please do not park in another's assigned space. A parking space will be defined as the parking area between two consecutive white lines and, as is the case in Society Hill East, a white line and adjacent curb.
13. Mopeds are to share parking spaces with a maximum of three mopeds per space.
14. During snow removal times, owners must cooperate with the equipment operators by moving their vehicle if requested.
15. The storage of vehicles is prohibited.
16. Permission is needed from the Board to cover a vehicle that is parked within the Association.

## **SPEED LIMITS**

The Township of East Brunswick has a speed limit of 25 mph on Village Drive, the main thoroughfare of the community. In addition, the Board of Trustees has adopted a 10 mph speed limit on McDowell Drive, Palombi Court, Applegate Lane, and Morgan Place. Title 39A of the New Jersey Motor Vehicle Code allows the East Brunswick Police to issue speeding tickets within the development. Drivers must observe all "Stop" signs.

## **RECREATIONAL FACILITIES**

The recreational facilities of Society Hill East are for the enjoyment of all residents. Residents and their guest are required to follow the rules and regulations for the proper use of the facilities and to be considerate of others at all times when using the facilities. Abuse or vandalism of the facilities will not be tolerated and should be reported immediately to the Association Office.

### **THE CLUBHOUSE**

The Clubhouse may be rented by residents only for private parties. Contact the Association Office for details, including reservations, current rental fees and all rules and regulations. Residents renting the clubhouse are legally and financially liable for any and all damages caused by their guests. Please make every effort to keep the clubhouse as neat and attractive as possible.

#### **Clubhouse Rental Rules**

1. Residents renting the clubhouse will walk through the clubhouse with a designated checker prior to use.
2. A check list is to be signed by the resident and checker upon receipt of a \$200.00 deposit (refundable after a second successful walk through) and a \$100.00 fee (non-refundable) paid in the form of a certified check, bank check or money order.
3. Residents renting the clubhouse are responsible for full cleanup and thorough vacuuming and garbage removal (using their own garbage bags) as well as ensuring responsible behavior and protection of the clubhouse.
4. Clubhouse rentals are on a weekend basis only, with one rental per day. Parties are not to begin before noon and not to go beyond midnight.
5. No alcoholic beverages.
6. There will be no rentals allowed during the pool season or when the pool cover is not covering the pool.

## **SWIMMING POOL RULES AND REGULATIONS**

The following rules and regulations have been approved by the Board of Trustees.

1. The only access to the Pool is through the Pool Gate. Admittance through the Clubhouse is prohibited.
2. Guest(s) must be accompanied by an adult (18 and over) member. Guests are allowed Monday through Friday during regular pool hours, and after 3:30 p.m. on weekends and holidays.
3. Children under 12 years of age must be accompanied by an adult (18 and over). Children not toilet trained must wear rubber pants over their diapers.
4. All persons must shower before entering the pool.
5. No running is allowed in the pool area. **NO HORSEPLAY** is allowed.
6. Bathing suits only, no cutoffs are permitted.
7. Tables, chairs and lounges cannot be reserved in advance. Residents may bring their own chairs but the Association is not responsible for damage or loss.
8. Bather must cover chairs and lounges with towels to protect them from sun-tan oil and lotions.
9. No pets are allowed in or around the clubhouse area at any time.
10. Pool hours will be posted at the beginning of the pool season.
11. No one is permitted in the pool before or after the pool hours.
12. Only Coast Guard approved flotation devices are permitted.
13. Ladders must be used when exiting the pool area.
14. No food, alcohol or glass is permitted in the pool area. Only soft drinks will be permitted. Fruit or bagged snacks are allowed in the pool area.
15. No chairs will be permitted within a 4 foot radius of the pool. A line will be painted to show this area.
16. The Clubhouse will be open during the pool season with the following rules: No food, beverages or wet suits are permitted. Shirts, shorts, cover ups and shoes/sandals must be worn at all time. Rubber pants must be worn by all children still in diapers.

Violation of these rules will result in the following:

- 1<sup>st</sup> offense - \$ 25.00 and up
- 2<sup>nd</sup> offense - \$ 50.00 and up

Individual pool passes will be revoked by persistent violation of the rules. Should the above rules be ignored, the Board will be forced to close the Clubhouse.

## **SWIMMING POOL - RULES AND REGULATIONS (continued)**

The Pool is only to be used during operating hours; violation of this rule will result in the following:

1<sup>st</sup> offense - \$ 50.00 and up, and two weeks suspension of pool pass privileges.

2<sup>nd</sup> offense - \$ 100.00 plus 90 days suspension of pool passes which carry from one season to the next, if needed.

When applicable, trespassing charges may be filed with the Police Department.

If a resident's maintenance fee, any arrears and/or fines have not been received by opening day, they will receive a notice of suspension at the time they arrive to use the pool.

## **TENNIS COURT RULES AND REGULATIONS**

The tennis courts are open daily from 8:00 a.m. to dusk. Residents may purchase keys to the tennis courts from the Association Manager. The fee covers the cost of having the keys made and locks changed.

1. Use of the courts is restricted to Society Hill East residents and guest(s). Guest(s) must be accompanied by a resident at all times.
2. Singles are limited to 1 hour of play, doubles to 2 hours. Society Hill East residents playing tennis with one or more non-association members are considered singles and therefore allowed one hour of play.
3. Proper attire includes tennis sneakers and shirts.
4. No pets are permitted within the court area.
5. No glass containers or alcohol beverages are permitted within the court area.
6. Residents, ages 16 and older, have priority after 5 p.m. and on weekends.
7. Players are required to clean up and lock the court area after use. Trash receptacles have been provided.
8. Anyone under the age of 12 must be accompanied by an adult.