

CRESTWOOD VILLAGE SIX

An Active Adult Community

RULES, REGULATIONS

&

MAINTENANCE PROGRAMS

THIS ISSUE SUPERCEDES ALL PREVIOUSLY PUBLISHED RULES, REGULATIONS & MAINTENANCE PROGRAMS. PLEASE DISCARD ALL PREVIOUS ISSUES.

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For revisions issued after the above date, see page 2 for details.

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1. PURPOSE & OBJECTIVES

- A. To ensure that all homeowners/residents are treated fairly and equally and to keep Crestwood Village Six an attractive and desirable place in which to live, the Board of Trustees (herein shown as BOT) has promulgated the following Rules and Regulations, and the application of fines when warranted.
- B. Crestwood Village Six is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person. As such, Crestwood Village Six prohibits discrimination against any member/resident or employee of Crestwood Village Six based on race, color, national origin, religion, gender identity and expression, sexual orientation, disability, age, marital status, family/parental status, income from public assistance or political belief.
- C. Rules and Regulations are subject to modification, addition or deletion at any time by an appropriate vote by the BOT.

2. GENERAL PROVISIONS

- A. Users of Village facilities are advised that courteous and civil behavior by homeowners/residents and their guests is required at all times. Those who refuse to conduct themselves appropriately will be requested to leave the premises and are subject to disciplinary action by the BOT.
- B. TV's and radios shall be turned low after 11:00 PM. No short wave radio transmitters without BOT approval.
- C. Do not use lawn mowers or other power tools prior to 8:00 AM or after 8:00 PM.
- D. No home shall be in conflict with residential zoning regulations of Manchester Township and Crestwood Village Six governing documents.
- E. Do not place wet garbage, recyclables, brush or any other item intended for pickup earlier than 24 hours prior to pickup day.
- F. No peddlers or solicitors of any kind are allowed in the Village. Please report solicitors to the Administration Office immediately.

G. No hunting is permitted on any Crestwood Village Six property or adjoining properties without written permission.

3. ENFORCEMENT

A. Established Authority: The BOT on behalf of the Community Association shall have the authority to enforce the terms of the Declaration of Covenants and Restrictions, the By-Laws and these Rules and Regulations made known pursuant hereto, by any or all of the following:

- (1) By sending notice to the offending party to cause certain things to be done or undone.
- (2) By having homeowner self-correct or have outside contractors rectify the offense.
- (3) By using Community Association assets to rectify the offense and charging the breaching party with the entire cost or any part thereof.
- (4) By taking any other action before any court, summary or otherwise, as may be provided by law.

B. Method of Enforcement – Investigation and Assessment of Fines

- (1) Pursuant to the Declaration of Covenants and Restrictions, a system shall be established whereby it is determined by suitable investigation that violations of the Village's Covenants, By-Laws and Rules Regulations exist.
- (2) Consequently, violators shall be subject to fines until such time as the violation has ceased to be, or necessary remedial action has been taken by the homeowner.
- (3) All fines levied are to be considered as assignments against the homeowner responsible. Collection shall be enforced by the BOT in the same manner the BOT is entitled to enforce payment of other assessments. If fines are not paid promptly, they will be subtracted from monthly maintenance payments which will result in a shortfall in maintenance payments.

- (4) For violations other than those against the Rules and Regulations, the BOT has established 3 main categories of violations subject to fines as follows, and these 3 categories may be subject to counsel fees:
- a. Those involving administrative matters: these shall be automatic and will be imposed by the administrative staff. These include late payments of maintenance fees, work orders, returned checks or similar administrative violations.
 - b. Those presenting serious public danger: these include safety hazards, insurance violations, use and storage of materials, and similar dangerous conditions. These types of violations may have fines imposed immediately if justification warrants such action or may be delayed until a thorough investigation concludes such action is warranted. Motor vehicle fines will be imposed immediately.
 - c. All other matters: Other violations not covered in a. and b. above will be investigated and conclusions forwarded to the BOT for their review and action. Such review may include ADR Review (Alternative Dispute Resolution) which may relieve the violator from being assessed a fine, or a fine may be imposed.
- (5) The BOT shall further have the right to levy fines for violation of such regulations, provided that the fine for a single violation may not, under any circumstances, exceed \$10.00 per violation for each day a violation continues after notice to the offender.

C. Alternative Dispute Resolution Practice & Procedures

- (1) The BOT has established this procedure for the resolution of all disputes between the Association and its membership as well as those between individual homeowners/residents. It is included herein by way of reference, a copy of which can be obtained from the Administration Office.

4. HOMEOWNER INSURANCE

- A. In accordance with Article V of Crestwood Village Six Covenants each homeowner at a minimum, must carry an HO6 insurance policy covering (a) Structural changes (such as new windows, walls, partitions, additions, upgrades or options that were added to the original base model); (b) Personal property insurance which would cover replacement appliances, rugs and other items beside furniture and furnishings; (c) Personal liability in general; (d) Personal Liability Insurance for protection of so-called roof neighbors that might be affected by losses caused by the negligence of others. In rental properties, renters should obtain a Renter's Insurance policy offering such coverage.
- B. The following guidelines can reduce future claims:
- (1) Replace washing machine hoses with new "twenty-year" hoses.
 - (2) Clean fireplace, pellet stove, wood stove chimneys annually and properly dispose of ashes after each use.
 - (3) Replace old water heaters prior to their leaking.
 - (4) Have dryer vents professionally cleaned annually.
 - (5) Ensure that electrical panels are accessible at all times.
 - (6) Obtain building permits when required.
 - (7) Avoid excessive accumulation of combustible materials.
 - (8) No hoarding is permissible.
- C. Any fire insurance deductible benefit from the Community Association to the homeowner will be forfeited if the fire is caused by any of the above conditions.

5. ROADWAY & PARKING RULES

- A. The term "roadway" includes all streets, roads, courts, cul-de-sacs, fingers and access driveways to common property.

B. There shall be no parking during or after a snowfall on any roadway until after snow removal equipment has finished clearing roadways and private driveways. Do not push, shovel, blow or deposit snow onto Village roadways.

C. Comply with the following regarding where you can or cannot park:

- (1) On the right side of roadways with your tires on the cement.
- (2) Only on street or in a private driveway.
- (3) Only between the hours of 6:00 AM and 1:00 AM on any street (no overnight parking).
- (4) Only in parking spaces assigned to your building and not in other buildings' parking areas unless you are a guest of that building and there is a space marked for a guest.
- (5) Do not park on a finger road or at the end of a finger road. Park in driveways only. If there is no room, park on the street in accordance with item (3) above.
- (6) Do not park in a staggered quad access driveway or at the end of that access driveway.
- (7) Do not park in any area that has signage for No Parking.
- (8) Do not park in handicapped parking spaces unless you have handicapped plates or a mirror tag.
- (9) Do not park within 15 feet of a fire hydrant or stop sign.
- (10) Do not park on any grass/lawn area, even your own.
- (11) Do not block mail boxes or driveways.
- (12) Do not park within an intersection.
- (13) Do not park commercial vehicles in the Village, except for service vehicles while work is being done.

(14) Do not double park.

- D. Disabled vehicles or unoccupied vehicles parked or standing in violation are subject to removal by the Village. Vehicle owner shall pay legal fees and all other costs associated with such removal and storage.
- E. Do not park motor homes, boats, campers or other attachable trailers on roadways, common property or residential property overnight. Temporary parking for up to 72 hours is allowed at the Deerfield Hall parking lot with permit from the Administration Office. Sleeping or cooking in these vehicles is prohibited. An RV motor home with permission from the Administrative Office may be parked at their residence not to exceed 24 hours.
- F. Speed limit in the Village is 25 MPH. Stop signs at intersections must be observed.
- G. Bicycles, wheelchairs and tricycles are considered vehicles and must observe all stop signs and stay on the right-hand side of the road. They must be equipped with headlight and rear light for night riding. All applicable municipal and governmental regulations concerning safety devices and rules of the road must be observed.
- H. Parking of unregistered or uninspected vehicles on Village or private property is not permitted. The vehicle owner shall pay legal fees and all other costs associated with such removal and storage.
- I. No pick-up trucks or vans shall have roof racks carrying ladders or other similar objects for commercial purposes.

6. DEERFIELD HALL PARKING

- A. Do not park in reserved spaces.
- B. Parking permits are required for other than daily clubhouse or bus trip activities. Permits are available from the Administration Office for vehicles that are operational and registered with a current inspection sticker, and are owned by a Village homeowner or resident or guest. Hang parking permit on rear view mirror so as to be visible from the outside.

- C. Use the perimeter of the main parking lot only for parking related to bus trips.
- D. No overnight parking allowed in the main lot. Exception: When the Administration Office is closed, overnight parking is allowed without a parking permit. In these cases, leave a note giving name, address and telephone number on dashboard to avoid the vehicle being towed. If extended parking is required, obtain parking permit on the first day the office is open.
- E. The BOT may provide for the removal of vehicles in violation of the above rules and regulations. The vehicle owner shall pay legal fees and all other costs associated with such removal and storage.
- F. Leased parking is available in the upper rear parking lot only. See the Administration Office for leasing rates and other information.

7. DRIVEWAY WIDENING

- A. Due to the numerous and varying conditions related to widening an existing driveway, including but not limited to utility poles, catch basins, in-ground trash receptacles, building entry steps and general aesthetic appearance, each proposed widening will be judged individually by the BOT. The following general limitations will apply and final determinations may differ and will be determined solely by the BOT. Material used for widening original bituminous driveways shall be matching bituminous concrete paving also known as “blacktop”, “asphalt paving” or “macadam”. Alternately, conventional Portland cement concrete paving may be used, but the width of the Portland cement concrete widening shall not exceed 3 feet.
- B. Single Residence with a Single Car Driveway: The original nominal width of these driveways is 10 feet. This width can be increased to a maximum of 16 feet with additional paving on either or both sides of the existing driveway. This maximum width shall include any previous walkways which have been added to the original driveway.
- C. Duplex Residence with a Single Car Driveway: Same as B. above.

- D. Duplex Residence with a Double Car Driveway: The original nominal width of these driveways is 26 feet or 13 feet for each residence. Each homeowner may increase their half of the driveway by adding an additional 3 feet of paving on one side only of the original driveway. The maximum width of both halves of the driveway cannot exceed 32 feet, including any previous walkways which have been added to the original driveway.
- E. Single Residence with a Double Car Driveway: The original nominal width of these driveways is 22 feet. This width can be increased to a maximum of 28 feet with additional paving on either or both sides of the existing driveway. This maximum width shall include any previous walkways which have been added to the original driveway.
- F. Other Driveways: Widening of driveways whose configuration or dimension differs from the above will be judged individually by the BOT.

8. PATIOS, DECKS & SUN ROOMS

A. For the purpose of these Rules and Regulations, patios, decks and sunrooms are defined as follows.

- (1) Patios: A paved surface of Portland cement concrete or pavers of preformed concrete masonry units, cut natural stone, or brick laid directly on and supported by earth, sand or crushed stone (gravel). The elevation of a patio is typically lower than the floor of the residence and is reached by steps.
- (2) Decks: A walking surface, usually wood or composite wood planks, supported by a wood-framed structure, which in turn is supported by posts, columns or piers. Decks are typically built to match the floor elevation of the residence in order to attain a direct walk-out without the need for steps.
- (3) Sun Rooms, (also referred to as “Florida Rooms”, “Three Season Rooms”, etc.): A permanent addition to a residence with its own foundation, roof and floor. These additions are typically not heated or air conditioned and are not intended to be year-round habitable space. Sun rooms are different than “Enclosed Porches” which are discussed elsewhere in this document.

B. To limit the amount of ground cover used by patios, decks and sun rooms, and to avoid overcrowding properties, any one or any two of the three (but not all three) are permitted on any one property. Examples:

- (1) One deck with adjacent patio.
- (2) One sun room with adjacent patio.
- (3) One sun room built on a pre-existing patio or deck.

Other combinations as approved by the BOT.

C. Patios, decks and sun rooms are not to be constructed in such a manner that will obstruct natural drainage and each shall not exceed 220 square feet in area as property size allows as determined by the BOT.

9. DRIVER'S LICENSE REQUIREMENTS

- A. Village roadways are private property; however, NJ State license and traffic laws are applicable.
- B. No one is allowed to operate a motor vehicle in the Village without a valid driver's license or learner's permit. A driver with a learner's permit must be accompanied in the front seat by a person with a valid driver's license.

10. PEDESTRIANS

- A. Walk only on the extreme left side of the roadway facing oncoming traffic.
- B. When walking after dark, carry a flashlight and wear reflective clothing.

11. MOVING & ESTATE SALES

- A. A moving permit or an estate sale permit is permitted for the sole purpose of allowing a homeowner/resident the opportunity to sell portions of their property. It is considered a one-time event and cannot be held more than once.
- B. Obtain permit from the Administration Office. The fee for each permit is \$10.00 payable upon application for such permit.

- C. Permits are limited to two consecutive days. If severe weather conditions necessitate, a “rain date” for the following week will be issued. One rain date only.
- D. No items of any kind may be brought into the residence that is having the estate or moving sale from outside sources. Violation of this section will result in a \$10.00 fine per item.
- E. No moving or estate sale signs of any kind including directional signs are permitted on utility or street sign poles or in the ground in the Community of Crestwood Village Six. Signs may be placed on Congasia Road indicating type of sale and address of the location of the sale. Violation of this section will result in a \$10.00 fine for each sign or direction arrow that was placed in violation. Suggested signs are to be ground mounted and no larger than 24” x 24” in size.

12. SIGNS

- A. No commercial signs except work permits by Manchester Township or Crestwood Village Six shall be displayed on the interior or exterior of any building or grounds. A small unlighted sign showing the name of the occupant is permitted. **Exception:** Political signs are permitted subject to the following limitations and conditions:
 - (1) Maximum size 24 x 24 inches.
 - (2) Number of signs: One (1).
 - (3) Location: Mounted parallel with residence and within 4 feet from residence. Top of sign to be no higher than 30 inches above ground.
 - (4) Term of Use: No more than 30 calendar days prior to election day and no more than 2 calendar days after election day.

13. GENERAL HOME MAINTENANCE & ALTERATIONS

- A. Shutters and wood shakes must be maintained and may be painted or replaced with BOT approval.
- B. Exterior house painting requires BOT approval. When submitting the request form, a color chip must be included. Deviations from color(s) approved by the BOT will require the building to be repainted at the owner’s expense.

- C. When multi-unit dwellings are to be painted or re-sided, the continuous plane of a wall surface extending over more than one residence must be entirely in one color and material. The homeowner doing the painting or siding is responsible for obtaining permission from the neighboring building owner(s) and the BOT prior to requesting the BOT approval.
- D. If additional exterior lighting is desired, submit a written request to the BOT describing the type of light or lights to be installed, as well as, their locations. If approved, all electrical work shall be performed by a licensed electrician.
- E. Listed below are some examples of home and grounds alterations which are currently permitted, subject to BOT approval, and where required, Township approval. Kindly submit all requests using forms provided by the Administration Office. Work requiring BOT approval is subject to inspection.
- (1) Patio enclosures using screens and/or windows.
 - (2) Walkways of continuous concrete or pavers of natural stone, concrete squares or rounds, shall not exceed 3 feet in width. If small stones are used in the spaces between pavers, the walkways are to have borders to prevent stones from being picked up by lawn mowers.
 - (3) Concrete pads around in-ground trash receptacles.
 - (4) Patio covers and pergolas of all materials (maximum size 220 square feet) and metal awnings, include proposed color(s) with application.
 - (5) Attic Fans: Locate on the roof not facing the street and not extending above the roof more than 8 inches. New installations must be by a licensed electrician.
 - (6) Railings: Maximum height 42 inches.
 - (7) Room air conditioners: Unit must be permanently mounted through the wall and not through a window opening.

- (8) Screens or louvers incorporated in garage doors.
- (9) Enclosed porches. An enclosed porch is defined as an enclosure of an existing roofed-over space at a front or side entrance. An enclosed porch under this category includes wall enclosures of glass, screening or siding but does not include any floor or roof construction.
- (10) Solar powered systems are subject to BOT approval and conditions of agreement between homeowner and Village.
- (11) Window and patio awnings.
- (12) Replacement windows.

F. Retractable Manual and Motorized Patio Awnings

- (1) Maximum Size: 220 Square feet.
- (2) Awnings shall be designed to meet current building code standards regarding wind resistance, electrical construction mandates where applicable, and BOT approval.
- (3) Color or colors shall be harmonious with the building siding. Submit a color sample for approval with application.
- (4) Installation shall be by a contractor authorized by the manufacturer and shall be in strict accordance with manufacturer's instructions regarding attachment to the building structure.
- (5) Mounting of the assembly shall be directly to the building wall framing below the eaves and not on the roof above the gutter. If required to adequately anchor the assembly to the building, additional blocking and framing shall be utilized.
- (6) Electrical wiring and controls shall be by a licensed electrician and in accordance with applicable code.

- (7) No gas, propane or charcoal grill shall be used under the patio awning when the awning is open.
- (8) Since awnings and the supporting building are susceptible to damage from heavy winds, homeowner/resident is responsible for retracting the awning when weather conditions require.

G. Storage Bins: Storage bins are permitted subject to BOT approval and to the following terms and conditions.

- (1) Maximum unit size: 60 cubic feet for horizontal bins and 120 cubic feet for vertical. (L x W x H) = cf.
- (2) Requests must be submitted showing model desired, bin dimensions (length, width and height) and location in reference to the house. Maximum of one (1) bin of each type (horizontal and vertical) per house.
- (3) Place bins only at the rear or side of the house, either adjacent to or attached to the house. Distance between house and bin shall not be greater than 3 feet. If an alternative location is desired, it must have written approval of the BOT.
- (4) Bins shall be weatherproof and constructed of resinous material. Wood or metal construction will not be approved.
- (5) Colors wherever possible shall be compatible with the color of the house.
- (6) Place bins on concrete or masonry bricks/blocks or resinous blocks (full area of bin) or on an approved patio or deck..
- (7) Anchor vertical type bins to prevent wind movement.
- (8) Bin doors must be lockable and secured when not in use.
- (9) Exterior storage on or around the bin is not permitted.

H. Housekeeping: If properties are allowed to become unsightly and detract from the Village, the BOT shall give the homeowner up to 30

days written notice directing that the condition be corrected. In the event of non-compliance, the BOT may levy a daily fine or cause the condition to be corrected and charge the homeowner for the costs of said correction.

- I. Homeowners/residents must not modify common grounds in any way.
- J. Homeowners are responsible for keeping trees and shrubs from becoming safety hazards. This includes but is not limited to trees overhanging roads and trees and shrubbery blocking road signs. Manchester Township mandates that shrubs must not block the line of vision from intersections or driveways. In instances of non-compliance, the BOT will require the hazard to be removed within 10 days. If after 10 days the hazard continues, the BOT shall cause the condition to be corrected and charge the homeowner for said correction.
- K. In order to protect personal property stored in the carriage sheds, homeowners/residents using the sheds shall keep all garage doors and man-doors closed and locked when not in immediate use.
- L. Open compost piles and open fires are not permitted
- M. Clothes wash or airing lines are not permitted in the open. Lines may be installed in garages and the door must be fully closed.
- N. Store gasoline, kerosene or other flammable material in a UL approved container with maximum capacity of one gallon. Do not allow combustible materials to accumulate.
- O. Do not use propane operated fire places or kerosene heating devices in or about any home.
- P. Use propane or charcoal barbecue grilles and stoves only "in the open", a minimum of ten feet from a building. They shall not be in or under any enclosed area.
- Q. Store water hoses after use. Lawns will not be cut if hoses block mowers.
- R. If electrical type space heaters are used, do not use extension cords.

S. As to fireplaces, wood or pellet stoves, the following applies:

- (1) All metal chimneys are to be encased in aluminum or vinyl siding to match existing siding of the housing, or a brick/stone surround.
- (2) All applications for the installation of a wood or pellet stove must include a photograph or diagram of what the enclosure will look like when completed.
- (3) All installations must receive both the BOT approval and the permits and inspections of Manchester Township.
- (4) Failure to follow this policy from the time of installation will result in a fine equaling \$10.00 a day for each separate violation until the situation is remedied.
- (5) All existing housing units with metal chimneys installed prior to the passage of Resolution 2017-03 dated 3/1/17 are exempt. However, the maintenance of the chimney is not exempt.

T. Hot tubs are permitted provided they meet Manchester Township approval, regarding electrical work and any other stipulation, and they are installed in the side or rear yards of the housing unit.

14. PETS AND WILD ANIMALS

- A. Do not allow dogs or cats to run free. Pets must be controlled on a non-retractable leash, no longer than six feet, at all times when outside the home. No exterior pet access doors are permitted.
- B. Removal of pet droppings are the pet owner's responsibility.
- C. Do not allow dogs to walk or to relieve themselves on neighboring yards.
- D. Violations will be charged a \$10.00 fine for each and any subsequent violation.
- E. No home shall be used as a kennel. Outdoor kennels or fenced areas are not allowed.

- F. Pets are not permitted to be housed in crawl spaces under the house.
- G. Feeding of feral cats, stray animals or wild animals or fowl is prohibited and the offender will be subject to a fine as determined by Manchester Township in addition to Village Six's fine of \$10.00 per day, per animal when observed.
- H. Electronic (Invisible) Fences: Due to their unreliability, this type of pet control is not permitted in Crestwood Village Six.
- I. The maximum number of dogs and/or cats per household is two (2). In extenuating circumstances, the BOT may give temporary consideration.

15. VISITORS & CHILDREN

- A. Since Village Six is an active adult community, visiting children must not be allowed to disturb the serenity of the community.
- B. Visiting children are not permitted to run around grounds of any home other than where they are visiting.
- C. Limit children's overnight visits to a 2-week continuous visitation period per year. No children under the age of 19 may reside in the Village.
- D. Children must be accompanied by an adult when around the Village retention basin. No boats are permitted on the retention basin. No persons are permitted beyond the fenced area.
- E. Visitors and children are not permitted in the Clubhouse unless accompanied by an adult homeowner/resident of the Village.
- F. No person under the age of 18 is permitted in the Clubhouse fitness room or pool room.
- G. No baseball, stickball or other games are permitted on the Village roadways.
- H. No playing, riding of bicycles, skate boards or scooters without adult supervision. Leaving these items on the roadway is not allowed.

- I. All Clubhouse equipment is the property of Village Six, and must not be removed from the premises.

16. PLANTING GUIDES

- A. General: The purpose of the following guides concerning various plantings (shrubs, trees and flowers) are to provide homeowners/residents with the greatest degree of individual freedom relating to the location and variety of plantings consistent with ease of grass cutting.
- B. Foundation Planting: Plantings may be made between a walkway and a building and in an area within 3 feet of a building. However, care must be taken to provide grading away from the structure and not trap or obstruct the flow of water away from the building.
- C. Planting Areas: Areas separate and apart from foundation plantings require BOT approval to ensure lawn mower access. If a homeowner has a property that has an existing living fence, they are not permitted to replace any portion of that living fence.
- D. Maintain a minimum of 6 inches between the top of soil or mulch and aluminum or vinyl siding so as not to encourage termites and also to expose termite tunnels to view.
- E. Vegetable Gardens: Maximum size 100 square feet and maintained so as to not become unsightly. If a fence is required it shall not exceed 4 feet in height. Vegetable gardens are not permitted on common grounds.
- F. Drainage: It is very important that the proper drainage of rain water be maintained at all times. Therefore, obstructing or altering the existing flow of ground water is prohibited. If you question that a contemplated planting group might create future water problems, please contact the BOT.
- G. Warning: Underground cables. Before digging, call 1-800-272-1000 to request plotting and staking of TV cable and other utilities.
- H. Tree Removal: Cost of tree removal, which must include stump removal, is the responsibility of the homeowner. If stump is in other than the lawn area, it must be cut down to ground level at a minimum.

- I. Common Ground Planting: Planting on common grounds, typically around Carriage Sheds and other areas, is not permitted without BOT approval. It is, however, recognized that some homeowners have in the past installed plants or flowers in these areas adjacent to their homes. These existing plants may remain, with the understanding that the maintenance of these plants remain with the homeowner. If the homeowner does not provide this maintenance (watering, weeding, pruning) they will be removed by the BOT.

17. OPERATION OF BICYCLES

- A. Keep to the right side of the roadway and exercise due care when passing a standing vehicle or one proceeding in the opposite direction.
- B. Travel no more than two abreast when traffic is not impeded. Otherwise, ride single file.
- C. When used at night, bicycles shall be equipped with lights on the front and rear, visible from at least 500 feet; white on the front and red on the rear.
- D. Applicable New Jersey motor vehicle laws apply to bicycles.

18. CLUBS/ORGANIZATIONS/ACTIVITIES

- A. The BOT may require an audit of a club, organization or activity by an independent auditor. When deemed necessary, audit will be paid for by the club involved.
- B. The BOT must be given financial statements for each club, organization or activity quarterly, if applicable. These financial statements must include documentation of all accounts, including a breakdown of income and expenses.
- C. All clubs, organizations and activities must obtain approval from the BOT for an event.

19. FIRE PITS

- A. Prior to installation, obtain BOT approval of type and location of fire pits. Include information as to details as required. Pits shall meet requirements of Manchester Township as well as those of Crestwood Village Six.
- B. Fire pits are not to be located closer than 15 feet from any structure and not under trees or other coverings.
- C. Fire pits shall be of the raised type, elevated above the ground, and shall be fitted with screen covers to prevent escape of sparks. "Chimeneas" are considered fire pits.
- D. To further minimize spread of fire, install fire pits on a base of concrete paver blocks, extending at least one foot beyond the fire pit itself.
- E. The term "fire pit" is intended to include any commercial devise which is designed for or intended to control fire and smoke.

20. CHARGEABLE MAINTENANCE SERVICES

Requests for all maintenance work must be arranged with the Administration Office. A work order will be prepared and the work scheduled with available personnel. Please call 732-350-2656 to schedule work requests. To prevent misunderstandings, the work order and/or estimates must be signed by the homeowner prior to starting work. Please call the Administration Office for any resident item of work not listed for availability. See Schedule "A" for fees charged.

Homeowners/residents will be billed for the cost of materials and labor at the completion of the work. All payments are due upon completion, payable to Crestwood Village Six Community Association.

Administrative charges or fines may be applied in the event of non-payment of chargeable services.

A. Carpentry

- Interior and exterior doors (Repairs only)
- Bi-fold doors

- Accordion doors
- Locks – Replacement
- Screen and storm doors (Repairs only)

B. Electrical

- Replacement of interior light fixtures (Homeowner supplied)
- Replacement of attic fans
- Doorbell transformers
- Thermostats for electric heat
- Smoke alarms, hard wired or battery
- Receptacle and switch replacement
- Repair or replace original exterior light fixtures (Homeowner supplied)
- Light bulbs (Homeowner supplied)
- Replacement of electric baseboard heaters
- Carbon monoxide alarms
- Replacement of existing ceiling fans (Homeowner supplied)

C. Plumbing

- Toilet flush valve assembly
- Minor plumbing leaks
- New Moen faucets and cartridges
- Sink replacements
- Toilet seats
- Flapper (toilet)
- Fluid master (toilet)
- Toilet tank and bowl
- Clothes washer hose replacement
- Single lever washing machine valve

D. Garage Doors

- Garage door springs (complete sets only)
- Safety cable for springs
- Garage door bottom seal
- Perimeter seals

E. Windows/Screens/Sliding Doors

- Window washing – Inside and Outside
- Window screening
- Window parts (except glass) (Homeowner supplied)

- Sliding door parts (except glass) (Homeowner supplied)

F. Miscellaneous

- Minor painting and spackling
- Minor gypsum board (dry wall) repairs
- Minor caulking (tub/stall shower)
- Shutter replacement
- Repair loose connections of gutters and downspouts
- Screen at crawl space entrance
- Minor moving of appliances or furniture (within Village Six only)
- Replace porch support (column)
- Attic stair maintenance or replacement
- Extra gutter cleaning
- Dryer vent cleaning
- Transporting refuse to Manchester Recycling Center (dump)
- Retrieving or storing personal items to or from attics
- Shrub and small tree trimming only
- Installing and removing holiday lights and decorations
- Fire extinguisher installation
- Winterization: Winterization of homes that will be vacant for long periods of time is offered for the prevailing flat rate, including shut down and main water supply valve. In addition, the local water company charges a fee for opening and closing.
- Power washing (homes and walkways) (Water, homeowner supplied- no cleanser used)
- Installation of storage bins. (Homeowner supplied)
- Repair or replacement of crawl space vents

21. NON-CHARGEABLE MAINTENANCE SERVICES

A. Maintenance of Homeowners' Residences

- Roof repairs and vent pipe sealing. Except roof alterations and additions)
- Replacement of roof as scheduled
- Repair and replace damaged or missing siding, soffits and fascia members due to forces of nature or fire. Since many residents have resided their homes with vinyl of numerous colors, and repainted with

similar numerous colors, the Village cannot stock the number of siding and fascia materials required to match every home. While repairs will still be done, the resident may, if stocked material does not match the existing, be responsible for painting the repair to match.

- Replace or repair defective hose bibs (unless due to negligence by homeowner or resident).
- Repair or replace dryer vents on the exterior of the foundation.
- Clean out gutters twice per year.
- Repair or replace covers to crawl space. Screens under the covers are chargeable.
- Repair or replace crawl space wall vents (screen portion only).
- Repair of fallen or very minor replacement of missing insulation in crawl space; 1st layer only. If moisture problem is present, it should be corrected at homeowner expense. Wet insulation must be removed and replace at resident's expense.
- Spray for swarming hornets and wasps.
- Annual termite inspection and treatment if required.
- Vermin trapping and removal. Repair of damages caused by vermin is chargeable.

B. Maintenance of Homeowners' Grounds

- Grass cutting on the contracted cycle (weather permitting).
- Grass, leaves and pine needles picked up (Spring and Fall).
- All damages caused by either grass cutting or snow removal operations (only if homeowner/resident gives notice in a timely fashion.) No reimbursement to homeowner if repair work is done by other sources.
- Prune trees affecting roof shingles.
- Repair or replace mailboxes, stanchions and wood support plates.
- Repair or replace garbage can lids or in-ground containers damaged due to nature and normal use.
- Snow removal from driveway when snowfall exceeds 3 inches. Note: in order to avoid damage to garage doors from the snow plow, the plow will not come closer than 24 inches from the door.
- Snow removal from unit walkways with unattached garages.
- Driveways with vehicles parked in them will not be plowed. Entrance area to driveway will be cleared if no vehicles are obstructing entrance.

C. STREET MAINTENANCE

- Street sign repair or replacement as needed.
- Painting of catch basin gratings.
- Pot hole repair using cold patch.
- Pavement crack repair using hot patch.
- Snow removal when exceeding 3 inches.

D. ADDITIONAL SERVICES

Listed below are additional non-chargeable services and activities available:

- Private bus service
- Garbage collection twice weekly
- Card playing activities
- Library
- Defibrillator on premises
- Pool room
- Village Newsletter
- Fitness Room (chargeable)
- Maintenance of common grounds
- Volunteer Safety Patrol with limited services

22. EMERGENCIES

A. Administration will determine if outside help is needed. Some of the emergency work items are chargeable. If there is a charge, the homeowner/resident will be so informed prior to starting work. Emergency telephone numbers:

- During Working Hours: **732-350-2656** – 8:00 AM to 4:30 PM Monday through Friday.
- After Working Hours: **732-350-2656** – 4:30 PM to 8 AM, Monday through Friday, Saturdays, Sundays and Holidays. (Answering Service)

B. After Hours Chargeable Rates Per Maintenance Person: See Schedule "A".

- Heating system failure (Thermostat and or heater unit replacement (chargeable)).
- Lock-outs by key only if key has been provided to Administration Office. (Necessary break-in repairs are chargeable).
- Frozen pipes; Thawing of pipes is non-chargeable, but repairs to plumbing damaged by freeze up are chargeable.
- No electricity. (Reset of circuit breaker only).
- Clogged toilets and drains.
- Interior plumbing. (Emergencies will be handled by maintenance personnel if possible and will be chargeable) Major plumbing repairs may require an outside contractor.
- Fallen trees needing removal.

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**SCHEDULE "A" - FEE & COST STRUCTURE
CRESTWOOD VILLAGE SIX - WHITING, NEW JERSEY**

The following fees and costs are effective as of **November 1, 2017.**

1. Chargeable Maintenance Services: See Rules and Regulations for details other than fees.

Regular Time: 8:00 AM to 4 PM Monday through Friday. Hourly Rates Per Maintenance Person (Including travel time). Cost of parts and material additional.

- 0 to 15 minutes.....\$10.00
- 15 to 30 minutes.....\$20.00
- 30 to 45 minutes.....\$30.00
- 45 minutes to one hour.....\$40.00

After Hours: 4 PM to 8 AM, seven days a week: Hourly Rates Per Maintenance Person (Including travel time). Cost of parts and material additional: \$72.00 (minimum one hour).

2. Deerfield Hall Rental Rates (Includes use of Kitchen):

"V" Room (Main hall) Monday through Saturday)....Up to 5 hours use: \$150.00

"D" Room.....Up to 5 hours use: \$
 35.00
 "E" Room.....Up to 5 hours use : \$
 35.00
 "D" and "E" Rooms (Both).....Up to 5 hours use: \$
 60.00
 Additional Time (Monday through Saturday).....\$35.00/hour
 Set-up/break down fees: \$18.00/hour, charged from 1 hour prior to and 1
 hour after the event. .
 Failure by lease to clean facility after the event: \$200.00. Lease
 agreement stipulates requirements.

3. Parking Space Leasing:

Standard automobiles.....\$35.00 month
 Vehicles (RV's, boats, campers) up to 20 feet long.....\$50.00/month
 Vehicles over 20 feet long.....\$60.00/month

**4. Residence Renting: See Procedure 014 dated 7/11/12 for details
 other than fees.**

Filing fee for the first year of one and two year leases:\$250.00
 Filing fee for renewal of one year leases and the second year of two-year
 leases:.\$100.00.

5. Exercise Room: \$5.00/month.

COMPOSITE INDEX

February 7, 2018

OF

COVENANTS, BY-LAWS AND RULES & REGULATIONS

NOTICE ; This Composite Index lists only those subjects most often referred to.
 The Index has been developed in order to confirm there are no differences or
 conflicts between the three documents on the same subject. Each of the three
 documents has an index containing more listings than are shown here.

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