

**CHEESEQUAKE VILLAGE ASSOCIATION
OLD BRIDGE TOWNSHIP
NEW JERSEY**

RULES & REGULATIONS

**33 GALEWOOD DRIVE
MATAWAN, N.J. 07747
732-566-6323**

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Rules & Regulations

Village Clubhouse

1. The clubhouse is for CVA activities only; however, the ballroom may be rented by members in good standing by completing the application on this website and submitting it to the office.
2. Scheduled activities will appear on the Clubhouse Bulletin Board, and in our monthly newsletter, "Cheesequake Bulletin."
3. Only residents in good standing may post signs in the clubhouse. Notices being posted must be approved by the Board of Trustees or the office staff. Personal ads must be no larger than a 3x5 postcard.
4. The library and videos are for the use of residents, and items should be returned in a reasonable amount of time.
5. Please keep our clubhouse neat and tidy, including our restrooms. When using the clubhouse, please empty your litter in the garbage containers before you leave the premises. Be sure that all lights are turned off and the doors are shut.

Maintenance Fees, Administrative Fees, Fines, and Late Fees

1. Monthly Maintenance payments are due by the first of each month. Statements are only sent out when payments are late. Payments made after the 15th of the month will incur a \$25.00 late charge. An administrative fee is required of each new resident before moving in. Any outstanding amounts owed to CVA will result in loss of privileges. (parking spot, pool pass, etc.)

Requirements for Leasing Units

1. A unit must be the owner's primary residence for at least ten (10) years before renting. No unit can be rented without permission from the Board of Trustees due to the need to control the number of rental units in the village. The rental lease for any unit rented must be submitted to the CVA office.

Bus Guidelines (currently not in operation)

1. For the benefit of the residents of Cheesequake Village, a bus is available for scheduled trips to the surrounding area. Reservations must be made by calling the CVA office at 732-566-6323, on the morning of the trip.
2. The Bus will be filled on a first come, first served basis. The bus capacity is twenty (20) people.
3. Riders should not engage in conversation with the bus driver, nor stand up or change seats while the bus is in motion.
4. Riders must take a seat immediately upon boarding and remain seated until the driver makes a complete stop. Please use the side rails upon entering or exiting the bus.
5. Anyone going on a bus trip must return on the bus unless the driver is notified.
6. Each trip requires a small fee.

Safety on the Streets

1. Drivers must obey the posted speed limit (20 mph.) in the Village and stop at all "stop signs."
2. License numbers will be taken of those who violate the 20-mile-per-hour speed limit. Fines will be issued, and the infraction will be reported to the police.
3. Pedestrians should walk on the left side of the road, facing oncoming traffic. It is suggested that you carry a flashlight and wear light-colored clothing when out after dark.
4. Visiting children are not allowed to play in the streets or parking areas and should never be left unattended. Any type of wheeled or motorized apparatus used by the visiting children is not allowed.

Vehicles

1. All vehicles must be registered with the office and display a CVA parking permit on the driver's side rear window. Upon the sale or purchase of a new vehicle, the CVA office must be notified, and a new parking permit obtained.
2. The resident of each unit is entitled to one assigned parking spot. No vehicle may be parked in any part of a neighbor's walkway, or doorway, or interfere with garbage collection or grass cuttings. This includes the cars of guests. No one is allowed to park in someone else's assigned parking spot. Parking on the main roads is illegal. The "V" parking spots are for visitors only.
3. Each unit is allowed two (2) vehicles. If a unit houses more than two (2) residents, any additional vehicle must be approved by the Board of Trustees. Vehicles parked beyond the allotted time of seventy-two (72) hours in a "V" spot without authorization, will be towed at the owner's expense.
4. If a guest of a resident requires the use of a visitor's parking space beyond the seventy-two (72) hour limit, the owner must submit a written request to the Board of Trustees.
5. The speed limit in the village is 20 mph. and will be strictly enforced. Exceeding the limit will be reported to the police department and will result in a fine.
6. Vehicle repairs on the property are not allowed.
7. All vehicles must be registered. If registered with the state of New Jersey, or any state that requires a state vehicle inspection, the inspection sticker must be up to date, or the vehicle will be towed at the owner's expense.
8. Parking is not permitted in any Fire Lane at any time. The Fire Department will be notified, and a summons will be issued without warning to the violator.
9. No boats, motor homes, or trailers, are allowed to be parked for any length of time on the premises of Cheesequake Village, including overnight parking of commercial vehicles, unless approved by the Board of Trustees.
10. Motorcycles must have a quiet muffler while riding in the Village. All motorcycles must be registered, and a copy of the registration submitted to the CVA office.

Outside Appearances

1. The hanging of wash or airing of garments, blankets, rugs, etc., anywhere outside on bushes, chairs, trees, or from windows is prohibited. Wash may be hung from racks and lines in the rear of a unit, except on Saturday, Sunday, or Holidays.
2. Permanent or temporary clotheslines are not allowed in front of any unit.
3. All wash must be removed when dry and lines taken down by 5:00 PM, Monday through Friday.
4. Sheds are not allowed on common property unless approved by the Board of Trustees.
5. Only one satellite dish is allowed and may not be installed unless an alteration form has been filed and approved by the Board of Trustees. Installation of any satellite dish must be done under the supervision of the CVA Maintenance Department.
6. Fences are not allowed.
7. All lawn ornaments must be placed within thirty (30) inches of the unit building and no higher than the windowsill. Any ornament on common property will be removed by the Association and a fine could be issued.
8. Holiday decorations may be displayed no longer than thirty (30) days and must be removed two (2) weeks after the holiday.
9. Window air conditioners are allowed only from May 1st through October 1st.
10. Barbecue grills must be ten (10) feet away from all buildings. Cooking is prohibited on any balcony or patio by order of the Fire Department.
11. Fire pits are banned by the Association.
12. New siding: Absolutely nothing is allowed on any newly installed siding that would damage it in any way; no holes, screws, nails, hooks, etc.
13. No signs of any kind may be displayed to public view on any home or in any common area, except a family name sign of not more than one (1) square foot. A "For Sale" sign of not more than two (2) square feet may be displayed in a residential unit window. Political signs are prohibited on any common area but may be placed in the window inside your unit.

Lawn Care

1. Land outside of the resident's dwelling is the property of the Cheesequake Village Association and is identified in our documents as a "Common Element."
2. An alteration form and copy of vendor insurance are required when a resident makes any changes to the thirty (30) inches where they are permitted to plant flowers, shrubs, or bushes from the outside wall of the unit. This area becomes the sole responsibility of the homeowner.
3. If this area is not kept up and becomes unsightly, the unit owner will be notified, and the Board of Trustees will make arrangements to clear the area. The area will then be returned to its original state and the unit owner will be billed.
4. Shrubs must be no higher than the windowsill.
5. No trees can be planted anywhere by individual owners, as the rooting system may grow into your foundation and cause damage to your unit.
6. You are responsible for weeding around the back, front, and side of your air conditioning unit.

Pool and Games

1. All guests must be accompanied at the pool by a resident.
2. All guests will be charged a daily fee.
3. All sound devices (radios, CD players, etc.) must be adjusted not to disturb others.
4. Pool badges are assigned to individual residents. They must be worn and visible at all times.
5. Residents are responsible for the behavior of their guests. Maintenance fees and fines must be current in order to use the pool. NO EXCEPTIONS.
6. Safety regulations are posted and must be followed pursuant to Health Department instructions.
7. 911 telephones are available; They are located across from the clubhouse kitchen and near the downstairs clubhouse activity room.
8. No one under eighteen (18) years of age is permitted in the pool area.
9. Shuffleboard, Bocce Ball and Games are available on a first-come basis.
10. Anyone using recreation equipment is responsible to put the equipment away after use.
11. No bicycles are allowed in the pool area.

Pets

1. Members owning a dog or cat must register their animal with the Township and supply a copy of the license to the CVA office. Licenses are renewable yearly. The information must be put on the census form.
2. No more than one (1) pet is allowed per household.
3. Pit Bull and Rottweiler dog breeds are not allowed moving forward.
4. Town ordinances require that a dog be on a handheld leash no longer the six (6) feet.
5. Loud and continuous barking of dogs inside or outside a unit day or night, whether the owner is home or not, cannot and will not be tolerated. Fines will be imposed by the Board of Trustees, the Township, or both if not corrected.
6. Dogs must be curbed, always on a leash, and never left outside unattended. Pursuant to Old Bridge Law, a picture of the dog and the dog license must be submitted to the CVA office and placed in the resident's file.
7. A written complaint must be submitted to the Board of Trustees, should any resident have an issue regarding dogs in the village.
8. Visiting children are not permitted to walk a pet.
9. Feeding birds or deer or any unlicensed animal is prohibited.
10. Fines will be issued to owners who fail to pick up after their pets or who do not keep their pets on a leash when outside the home. The first fine will be applied and will double with each subsequent infraction.

Plumbing

1. "Backups" in the interior plumbing (toilet, sink, or tub), are the owner's responsibility.
2. If there is a backup in your unit, it is the policy of the Cheesequake Village Association that you must first call the office - or the emergency number after hours - (732) 425-2011. We have full-time Maintenance Staff, and someone is on-call 24-7. If you, as a homeowner, call a plumber without allowing the Association to attempt to resolve the problem, the Association will not pay for that cost.
3. We recommend using Pequa to attempt to clear your drains. It works well and is not corrosive.
4. If the problem is in the main sewer line, CVA Maintenance staff will attempt to clear the obstruction. If it is not the main sewer line, it is the responsibility of the owner to call a plumber.
5. Alterations must be done by an insured and licensed plumber, and a permit obtained from the Township. Alteration forms are available in the office and must be submitted and approved prior to the beginning of any work.

Snow

1. Main roads will be plowed first, and kept plowed during the storm, by Old Bridge Township.
2. Side streets will be plowed only after the main roads have been cleared.
3. Shovelers will clear a path from doorways to the roads.
4. Parking areas will be plowed only after items 2 and 3 have been completed. Please do not ask shovelers to clear your car or the surrounding area. We are paying them to clear walks. If a homeowner is observed paying our shovelers to clear their car, they will be fined.
5. CVA vehicles or equipment will NOT be used to tow, jumpstart, or push a resident's car.
6. Please do not touch or remove the snow sticks. They are needed to guide the plows and are used to identify curbs, garbage cans, and lawn areas.
7. Moving cars onto the main road before being directed creates havoc and stalls the clearing of the area.

Electrical Repairs – Homeowners

1. All electrical malfunctions in your unit are the homeowner's responsibility.
2. For sparking wall switches or outlets or any circuit breaker malfunctions, please call a licensed electrician.
3. Be sure to check your outlets regularly.
4. DO NOT use more than two (2) extension cords per outlet.
5. When using a power strip, make sure it has surge protection.
6. An insured and licensed electrician must do repairs or alterations. You must have a permit from the Township, and an approved alteration form from our office, before starting any work.
7. Air conditioning and wiring are the responsibility of the homeowner.

Business – Commercial or Professional

1. The By-Laws of the Cheesequake Village Association prohibit any commercial or professional business from being conducted within the Village.

Garbage Collection

1. Garbage Collection is on a weekly schedule. (Tuesday and Friday)
2. All garbage must be placed in plastic bags and placed in the garbage receptacle. Do not place garbage outside the receptacle, except on garbage day.
3. Garbage cans or recyclables are not to be stored on patios, in parking areas, in front of the units, or under stairwells.
4. Residents must call the garbage company at 732-659-9020 to have bulk items picked up.
5. If you have a garbage complaint, call 973-227-7020. (notifysdimc@gmail.com)

Recycle Collection

1. Recyclables are NOT to be put out before 6:30 PM on Sundays and the schedule for pick up is every other Monday. On Holidays, the pickup will be on the following Saturday. For scheduling questions or missed pickups please call (800) 488-6242. REMEMBER, no plastic bags or household garbage are allowed.

Violations, Complaints, Altercations, and Appeal Process

A resident issued a violation relative to the CVA Rules & Regulations may file an appeal with the CVA Grievance Committee. The following procedures will apply to these actions:

1. A resident with a grievance may request a hearing with the Grievance Committee by submitting a written letter to the CVA office, stating the specific grievance, their name, and their address. This grievance may also be emailed to:
maureen13hawaii@yahoo.com.
2. The Grievance Committee will schedule a meeting within fourteen (14) days of receipt of the written request.
3. If the Grievance Committee fails to schedule a meeting within fourteen (14) days of receipt of said request, the homeowner may request a meeting with the Board of Trustees.
4. The aggrieved resident, or the resident making the complaint, must attend the meeting.
 - a) The committee will hear the complaint and provide a written recommendation to the Board of Trustees.
 - b) If the complaint is relative to a fine issued to the resident, the Grievance Committee will hear and record the procedures, and make a written recommendation to the Board of Trustees.
5. Any altercation between residents is out of the realm of the Association.
6. Verbally or physically abusing an employee, committee person, board member, or CVA contractor will subject the offender to a fine and revocation of their privileges (pool pass, parking spot, etc.), until the fine is paid.

Exterior Additions and Alterations

1. Prior to any permanent or temporary additions or alterations, an "Alteration Request Form" must be obtained from the CVA office and completed. All alteration forms must be returned to the office, with the contractor's License and Certificate of Insurance along with a drawing of the proposed alteration or change. Work cannot commence until the alteration form is reviewed and approved by the Board of Trustees.
 2. Alteration forms are needed for any change including but not limited to the following: storage boxes; patios; patio coverings; awnings; replacement of windows; walks; doors; enclosure; shrubs; and gardens.
 3. Prior to beginning any work on the exterior of any unit, contractors must provide New Jersey State Licenses and Certificates of Insurance to include Liability Coverage and Worker's Compensation, as required by Township Ordinance.
 4. Township building permits must be acquired for the following but not limited to air conditioners; replacement of hot water tanks or furnaces; new duct work; enclosing a patio or balcony; conversion from electric to gas; gas piping; and upgrade or replacement of electrical service or plumbing.
 5. All alterations and additions to the interior or exterior of any home, or any maintenance to the alterations shall be the complete and sole responsibility of the homeowner.
 6. Enclosures, additions, walks, patios, or canopies shall have attached to the alteration form, an architectural sketch of the "front view," "elevation," "side view," width, depth, and length. Dimensions shall be shown in all details. Materials that are to be used must be indicated on the drawing prior to approval.
 7. Any installation without the signed approval on the alteration form will be considered unauthorized. Fines will be imposed, and appropriate legal action will be taken to order the removal of any such unauthorized changes.
 8. Balconies – No carpeting is allowed on newly refurbished balconies or on stairs or walkways that are not covered by an overhang or roof.
 9. Individual generators for private units are not allowed.
 10. Trees are not allowed to be planted by unit owners.
 11. Guidelines pertaining to Additions and Alterations are specified on the next page.
- (page 11)

Manor/Townhouse

Upstairs balcony may be enclosed, rear ground level (end unit) may be enclosed. An extension on the entrance level, per committee's review and approval. Extensions to be determined upon inspection.

Gettysburg: (upper)

No extensions. Existing balcony may be enclosed. A balcony support column must be installed on patio level.

Gettysburg: (ground level)

No Enclosure/addition permitted without approval from Old Bridge Township. May be extended not more than eight (8) feet from sliding glass doors and twelve (12) feet alongside of building measuring from utility room door.

Williamsburg

No Enclosure/addition permitted without approval from Old Bridge Township. May be extended not more than eight (8) feet from sliding glass doors and twelve (12) feet alongside of building measuring from utility room door.

NO CHANGES CAN BE MADE TO THE EXTERIOR WITHOUT THE EXPRESS PERMISSION OF THE BOARD OF TRUSTEES

1. Material used in exterior construction of enclosures must be of non-maintenance type, such as vinyl, fiberglass, glass, brick, etc.
2. Material used must match or complement the existing building.
3. Enclosures must be attached to existing structures. No freestanding summer houses are permitted.
4. No outside structures are permitted such as tool sheds, toolboxes, kennels, storage sheds, or dog houses, unless approval is received from the Board of Trustees.
5. Additions/alterations become the sole responsibility of the homeowner and will pass to the new owner in the event of a sale or change of ownership. This includes maintenance, upkeep, repair, or insurance, either inside or outside.
6. Front doors must be white or wood tone in color. Storm doors must be white.

Fines

1. Any resident in violation of the Rules & Regulations will be issued a violation notice. Fines will be issued according to the severity of the violation. Residents will be given fifteen (15) days from receipt of notification to pay the fine, or they will have their privileges (pool pass, parking space, etc.) revoked until the fine is paid. Unpaid fines will be referred to the CVA Attorney for Legal Enforcement Action.

Procedure Upon Collection of Late Assessments

1. All monies received from a delinquent owner will be applied to outstanding sums due in the following order:
 - a) Outstanding Fines
 - b) Outstanding Late Fees
 - c) Outstanding Attorney Fees and Costs
 - d) Outstanding Interest
 - e) Outstanding Assessments
 - f) Maintenance Fees

Alternative Dispute Resolution

1. Both the New Jersey Condominium Act, N.J.S.A. 46:8B-1 et seq., and the Planned Real Estate Development Full Disclosure Act (PREDFDA), N.J.S.A. 45:22A-21 et seq., require associations to provide a "fair and efficient" alternative to litigation for unit owners to resolve "housing-related" (meaning not personal but related directly to association living) disputes between one another or with the association. Guidelines pertaining to the ADR process may be obtained at the Association office.

Maintenance Department

1. All request for service or repairs must be made directly to the office by phone or in writing. Maintenance grievances must be submitted in writing to the office or by email to maureen13hawaii@yahoo.com. Employees or Board Members should not be approached outside of the office. Requests must be in writing.

Insurance

Unit owners must carry insurance covering "HO-6" with Cheesequake Village as an additional interested party on the Certificate of Insurance. This is for informational purposes only. Having the right insurance will benefit you when there is a problem.

All members of the Village must have this insurance.

The Association covers only the exterior frame up to the studs and your insurance must cover the total interior of the unit (HO6 Coverage) in your insurance.

The following are estimates of what your coverage amount should be, but not less.

Dwelling (walls & fixtures)	\$100,000
Personal Property (clothes & furnishing)	\$ 50,000

Loss of Use

Pays for living arrangements if displaced	\$ 25,000
Personal Liability (each occurrence)	\$300,000
Medical (each person)	\$ 1,000

You must consult with your insurance company to determine the extent of coverage as well as the premium and also check if there is a deductible.

The Association must be added as an interested party endorsement to your policy. This is a safeguard for you in case for any reason, it is discontinued, we would be notified. We must have a Certificate of Insurance in your file. This is very important especially if you do not have a mortgage.

Renters Insurance

Members who rent their units are required to make sure their tenants purchase renters insurance coverage.

The requirement should be:

Personal Property (clothing, furniture & all personal items).

Liability (in case someone gets hurt in your unit)