

Wellington Manor

Pennington, NJ



HOMEOWNERS MANUAL

Association Rules and Regulations

PLEASE NOTE: THIS EDITION OF THE WELLINGTON MANOR HOMEOWNERS MANUAL IS EDITED AND FORMATTED TO BE PRINTED. ARCHITECTURAL REVIEW FORMS ARE NOT INCLUDED. PAGE NUMBERS MAY NOT CORRESPOND WITH PAGE NUMBERS OF THE MANUAL AT wellingtonmanorhoa.org.

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Manual Approved: September 18, 2023

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Wellington Manor

ASSOCIATION RULES AND REGULATIONS

Introduction

This document provides homeowners with information on how various activities should be conducted within the community. The intent is to ensure that each homeowner is aware of and in compliance with current guidelines and expectations.

The primary Wellington Manor governance documents are:

Declaration of Covenants, Conditions, Easements, and Restrictions for Wellington Manor, and By-Laws of Wellington Manor Homeowner Association, Inc.

This document serves as a method of interpreting and implementing the principles established in the Covenants and By-Laws.

Scope and Applicability

The information provided in this document is arranged into general categories of Homeowner Responsibilities, Community Rules, and Architectural Guidelines.

The guidance provided here shall not be applied retroactively. Actions taken in accordance with previous Homeowner Manuals are not to be impacted.

An electronic copy of the current version of this document is posted on the official Wellington Manor website. Printed copies are available to all homeowners for their personal convenience.

If you have any questions regarding any of the guidance documented here, feel free to contact the Property Manager or members of the Board of Trustees.

Definition Of Terms

<u>Term</u>	<u>Definition</u>
Association	The Wellington Manor Homeowners Association
Board of Trustees	Residents in Good Standing elected by the community to promote the best interests of the entire Association and to act only within their scope of authority
Common Areas	All property in the Development except individually owned Lots. Can include the Lexington Islands, wetlands, and transitional areas
Facilities	<ul style="list-style-type: none">▪ The clubhouse and its contents▪ Pool and pool deck▪ Parking lot▪ Recreational Activity Complex (RAC)▪ Recreational areas
HOA	The Wellington Manor Homeowners Association
Housing Development	A residential area, such as Wellington Manor, in which the units have all been planned and built at the same time
Lot	The property on which a Unit is built
Property Manager	The firm and personnel hired by the Board of Trustees to manage the Community Association, common property, and facilities
Resident in Good Standing	An individual who resides in a Unit in accordance with the current residency requirements defined in this document
Unit	An individual home in Wellington Manor

GENERAL RULES AND REGULATIONS

Owner Responsibilities

Owners are responsible for ensuring that their tenants, guests, contractors, and pets, abide by these Rules and Regulations and any other applicable requirements. Owners have responsibility for their own and their guests' behaviors and actions.

A homeowner may conduct an occupation in his or her own residence; however, no employees, customers, or clients may visit the site, no signs or other indications of the business may be visible from the street, and no infractions of governmental ordinances, regulations, or requirements will be tolerated.

Communications with the Board or with any committee of the Board regarding these Rules & Regulations, the Declaration, or the By-Laws, should be addressed to the Property Manager, who will distribute copies to the Board of Trustees and appropriate committee members.

Violations of any of the Rules and Regulations set forth in the Homeowners Manual, or of any homeowner obligations set forth in the Declarations and By-Laws, will be dealt with as stipulated in the amended By-Laws [see Appendix II of the Homeowners Manual].

Disputes regarding cited violations will be handled according to the process described in Article XV of the Declarations and the amended By-Laws.

Each owner shall be individually responsible for maintaining liability and casualty insurance coverage, and if applicable, flood insurance coverage for his/her Unit and Lot, and for all personal property of the Owner.

Residency Requirements

- Units are for single-family residential purposes only.
- Each Unit must be occupied as the residence of at least one person who is 55 years old or older.
- The spouse/domestic partner of an over-55 resident may also be a resident.
- A resident who is *under* 55 years old may continue to occupy a Unit if he or she had lived there with the over 55 spouse or domestic partner who has died while a resident.
- No one under the age of 19 may be a year-round resident.
- A residents family member who is 19-years old or older may be year-round resident in that Unit. The family member may continue to reside in the Unit for up to 180 consecutive days when the resident is absent. They may also reside there for up to 180 days after the death of the resident but may not live there beyond that time.
- A person 19 years old or older, residing with and providing the primary physical or economic support to a resident, may be considered a resident. The individual(s) may

continue to reside in the home for up to 180 consecutive days while the person for whom they are providing support is absent.

- Unit owners may accommodate a guest under the age of 19. Guest periods are not to exceed 30 consecutive days or more than 90 days in a calendar year.



MAINTENANCE OF PROPERTY

Wellington Manor encourages homeowners to landscape their own property to protect and promote the aesthetic appearance of the community. The following are guidelines and suggestions.

Landscaping and Irrigation

- Owners are responsible for maintaining all trees, flowers, and shrubs and for keeping their property neat and free of weeds.
- All plantings and landscaping are to be installed in edged beds. Layout of beds should facilitate mowing. Preferred edging method is the edging typically done by landscapers when new landscaping is installed.
- Landscaping should not inhibit access to such things as utility boxes for maintenance and meter readings.
- Linear hedges along property lines should not extend beyond the front of that owner's home or the adjacent neighbor's home.
- Garden vegetables should be of limited, as well as non-obtrusive quantities, and should be in the foundation plantings at the rear of the home.
- All types of landscaping, when fully grown, should not extend over the property line without the written consent of that affected neighbor.
- Homeowners are encouraged to layout their beds containing trees, flowers, and shrubs so that 48-inch lawn mowers will have access to all grassed areas adjoining the beds.
- Landscaping should not adversely affect drainage.
- Homeowners may not landscape in any of the common areas.
- Homeowners are reminded to call for utility mark outs when there will be digging that is not by hand. See memorandum from the Township Engineer on conditions of Hopewell Township Permit Approval in Appendix III of this manual.
- Irrigation schedules should accommodate mowing schedules.
- To avoid oversaturation of adjoining grounds, neighbors should try to coordinate their lawn watering schedules.

Exterior of Building, Property, Lawns

Each Unit, Lot and Common Areas should be maintained in a safe, clean, and sanitary manner, in good order and repair, and complying with all Homeowner Association requirements, as well as all applicable governmental requirements.

Property, Unit Lot, and Lawns

- Trash, scrap materials, waste, or other such items may not be stored on any Lot at any time.
- Hanging laundry outdoors on a clothesline or dryer rack is not permitted. No laundry may be hung from any patios, balconies, and/or windows.
- All lawn areas must be kept free of obstacles to allow the landscaping contractor to maintain and mow the lawn in an expedient manner.

- Chimeneas and Fire Pits may not be used on any property. Remember that open fires in chimeneas and fire pits are a danger to our community. Homes are close together, wooded areas are close by, and there are dry grasses in the wetlands, all of which pose a serious risk of fire.

Side Yards

- Nothing may be constructed, installed, or kept in the side yard of the home. (Exceptions are certain trellises and garden hose reels discussed below.)
- A/C condensing units may **only** be screened from view by the use of landscaping.
- Garden Hose Reels
 - A permanent garden hose reel may be installed on the rear or side face of the house, securely mounted.
 - Any portable hose reel or neatly coiled hose should be kept in close proximity to the hose bibb.
 - The permanent or portable hose reel should be placed in such a manner as not to inhibit the normal landscaping and maintenance process.
- Storage sheds, gazebo, canopies and/or tents, or other such structures are not permitted, either permanently or temporarily, on any Unit lot.

Building Exterior

Front Entrance Porches may **not** be enclosed in any manner. Included in this directive are insect screening, latticework and/or trellises of any type (permanent and temporary). Should privacy or visual screening for the front porch be desired, then appropriate landscaping should be considered.

Trim and Door Color

Each home has white aluminum and/or white painted trim on areas such as: gutters, overhangs, window and door trim, garage doors, etc. The white trim and garage door color **may not** be changed.

Satellite Dishes

Installation of a satellite dish is permitted so long as the device is mounted in accordance with ARC guidelines. Refer to ARC Design Standards and Guidelines in this manual.

Sidewalks, Driveways, Ice and Snow

- Owners are responsible for the maintenance and repair of all driveways, steps, walkways, and sidewalks on their Lots, including all areas up to the curb in front of their Lots.
- The WMHOA By-Laws state, “The Board of Trustees shall have the power to take all reasonable action necessary to promote the health, safety and welfare of the Members”. Accordingly, the Association will address unsafe conditions, including ice and snow, when those conditions represent a hazard or danger to residents in the community.

- In the event of driveway sealing or repaving, one car may be parked on the driveway apron and any other cars in the parking lot at the clubhouse.
- It is important to notify the Property Manager a few days ahead of the work to be done if cars will need to be parked at the clubhouse. A placard identifying the car as a Wellington Manor resident's car should be placed on the dashboard. Placards can be found at the end of every Wellington Manor newsletter and on the Wellington Manor website.

Toys, Playground, and Sports Equipment

- Personal articles, maintenance equipment, toys, playground equipment, sports equipment, gardening tools, etc., should be kept indoors after sunset.
- Sports equipment may not be affixed to, or located on, any portion of the home or property.

Garbage, Bulk Waste, and Recycling

- Garbage and recycling containers must be stored indoors at all times. They may be placed at the curb no earlier than 5 P.M. of the day before the scheduled pick-up day and returned indoors by the end of the pick-up day.
- Bulk waste and other materials that will not fit in the usual receptacles should be placed at the curb in as neat a manner as possible, no earlier than the night before the special pick-up, arranged by, and previously scheduled with a private trash removal service or Hopewell Township. If necessary, such materials should be properly tied and/or sealed to prevent them from being blown away.

Use/Storage of Patio and Porch Furniture, Equipment & Outdoor Grills

- Only patio and/or porch furniture, patio and porch equipment, grills, plants, and similar items may be stored or used on patios, decks, or porches.
- Portable propane grills may only be used and stored at the rear of the dwelling. Homes with side porches **may** use and store grills on the side porch. The grill must be installed on a patio or other paved area of at least 16 square feet to avoid conflict with lawn maintenance.



COMMON AREAS AND FACILITIES

Clubhouse, Pool, Recreational Activity Complex and Common Areas

- Residents in Good Standing and their guests (when resident is present) may use the pool during posted hours. The pool deck, clubhouse, tennis court, recreational activity complex (RAC), and all common areas are open to residents and their guests.
- The pump house and adjacent areas are off-limits to all.
- If a Unit is rented, the tenant(s) and their guests may use the common areas and facilities provided the tenant has submitted to the Property Manager a signed agreement to comply with the Association Rules and Regulations.
- While a tenant is in residence, the owner may not use the facilities and common areas. See Sale or Rental of Property regarding notification of the Property Manager.
- Owners are responsible for any damages they or their guests cause in the common areas and facilities.

Use of Clubhouse

- The clubhouse is for the use of residents only. However, an exception may be made by the Board of Trustees to allow a temporary use by an outside group. As with any event at the clubhouse, a member of the Wellington Manor community must be present for the duration of any activity and assume full responsibility for supervision and cleanup after the activity. Arrangements to use the clubhouse must be made in advance with the Property Manager.
- The clubhouse is for homeowners' and residents' social and informational purposes and is not intended to be used for profit making, political, religious, or inappropriate purposes. The Board reserves the right to deny any use of the clubhouse it determines not in keeping with the general clubhouse purpose, or in the best interest of our community.
- Residents who wish to invite guests to use the clubhouse for activities such as mahjong, cards, etc. should limit the number of participants to 12 guests. This limit does not pertain to resident only activities.

Clubhouse Rental

Residents in Good Standing may have private functions at the clubhouse for a fee when reserved in advance with the Property Manager. The **Clubhouse Rental form** can be downloaded from the HOA website. Rules for use of the Clubhouse are included in this manual.

Wetlands, Transition Areas, and Other Common Areas

- No one may disturb any of the wetlands or transitional areas, plant or remove vegetation, or make any changes and/or damage to any of the common areas at any time, except as directed and approved by the association's Board of Trustees.
- No trash, scrap, waste, or other items may be stored, deposited, or dumped on any common area, or facilities, including the wetlands and/or transitional areas.
- No clippings, edgings, etc., may be thrown into buffer areas, transition areas, or wetlands.
- Residents may remove invasive species as long as no damage is done to plants, trees, or grounds.
- Residents may use the designated wetlands and transitional areas for passive recreation in compliance with applicable Association and New Jersey State DEP Regulations. In accordance with the agreement between the Wellington Manor HOA and the NJ DEP residents may hang bird feeders in buffer areas, transition areas and wetlands.
- A copy of the "Annual Notice of Wetlands and Transition Area Restrictions" is included on the following page.

Memorials

Wellington Manor supports honoring deceased residents of the community with permanent memorials. [Go to wellingtonmanorhoa.org/Residents Only/ Memorials for details.] The following are options for selecting and placing a remembrance.

- An engraved stone paver memorial set in the flagpole plaza.
- An engraved stone paver placed in the mulch bed close to an existing tree.
- An engraved stone paver placed in one of the landscaped cul-de-sacs.
- A metal plaque attached to the backrest of an existing bench in a Wellington Manor common area.
- A new tree may be purchased, and an engraved stone paver placed by it. The Wellington Manor Grounds Committee must be consulted regarding the type of tree and location within the community.



Wellington Manor Homeowners Association
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May 22, 2023

Annual Notice of Wetlands and Transition Area Restrictions

As you may be aware, Beazer (the developer of our community) was required to obtain a permit from the New Jersey Department of Environmental Protection that would allow Beazer to destroy some wetlands in order to build our development. As a result, the DEP has imposed special obligations on Beazer, the Wellington Manor Homeowners Association, and the individual homeowners in order to protect the remaining wetlands and the buffer or transition areas adjacent to the wetlands. None of the land on individual homeowners' lots is DEP protected, but much of the rest of the Wellington Manor property is under these restrictions.

Originally, the DEP wanted to have fences installed and signs to designate the property that was protected. Our HOA persuaded the DEP that we would accept responsibility to protect these areas without the need for fences or signs and with permission to mow some of the protected areas. In return, the HOA agreed to give annual notification to all homeowners about the restrictions and to have periodic inspections with remedial action when needed. The official document approved by the NJDEP August 7, 2007, reads as follows:

"In lieu of fencing new transition line, Wellington Manor Homeowners Association shall self-enforce the transition area restrictions via periodic inspections and annual notification to all residents"

The common areas to which these restrictions apply include the wetlands, transition areas and basically all the property in our development that is not currently being mowed. Easements are marked with concrete corner markers. The following activities are prohibited in these restricted areas:

- Dumping of leaves, twigs, dead shrubbery or anything else, even if it came from the wetlands
- Removing or disturbing the soil
- Using herbicides, pesticides or fertilizer
- Destroying, mowing, pruning or otherwise changing the existing pattern of any vegetation or thenatural vegetative succession
- Installing any structures or furniture

We have been able to obtain informal permission from the DEP to remove poison ivy immediately adjacent to a homeowner's property, to remove some non-native vegetation, to cut dangerous trees or limbs, and to put up bird houses, bird feeders and bird baths. Anyone interested in doing these activities in the protected areas should contact the Property Manager to obtain permission and information on how to proceed.

Since the WMHOA has accepted responsibility to protect these areas the Association, in addition to the homeowner, may be held liable by DEP for violations of these rules. Therefore, the HOA will enforce these obligations with any homeowner who violates these restrictions.

NUISANCE PREVENTION AND NOISE AVOIDANCE

In addition to all the specific requirements set forth in these Rules and Regulations, no Unit, Lot or Common Area may be used so as to create a nuisance or an unreasonable interference with the peaceful possession and use of any other Lot, Unit or of any Common Areas.

Construction and Landscaping Hours of Work

- Construction, landscaping, other work, or other activities that cause noise that can be heard beyond the Lot, Unit or Common Area property line may only be done between 8:00 A.M. and 8:00 P.M. on weekdays and between 10:00 A.M. and 5:00 P.M. on Saturdays and Sundays, but at no time on national holidays.
- Emergency repairs that cannot wait, to restore utilities, storm damage, or the like, may be done at any time.

Radios, Televisions, Sound/Musical Equipment, Smoke and Fumes

- The use of radios, televisions, sound equipment, musical instruments and other sources of sound should not produce excessive sound that create a nuisance to other members of the WMHOA Community.
- Residents should not permit, or perform any activities that cause excessive smoke, fumes, or odors that create a nuisance to other members of the WMHOA Community.

Garage Doors

Garage doors should remain closed at all times except for temporary opening to conduct repairs and maintenance, gardening chores, loading/unloading cars, and for other activities in the garage.

Feeding, Housing and Care of Indigenous Animals

The feeding, housing, and/or care of deer, foxes, raccoons, turkeys, migratory birds, ducks, and geese, and other wildlife, or barnyard animals is prohibited in Hopewell Township. Backyard installation and use of feeders and birdbaths for small birds are permitted.

PETS AND ANIMALS

Dogs, Cats, Birds, and Other Household Pets

- There is a limit of two (2) dogs per household and two (2) cats per household. Existing dogs and cats will be “grandfathered” but cannot be replaced if the replacement will exceed the limit of two (2) dogs and/or two (2) cats per household.
- Common household pets, including dogs, cats, and bird are permitted.
- Service and support animals are permitted and should be included in the household pet count. They must also be registered in accordance with the Official US Service Animal & Support Animal (ESA) Registry. The owner should arrange with the Property Manager for a service animal’s access to common facilities (e.g., clubhouse).
- If you are considering a pet other than common household pets, please refer to the New Jersey and Hopewell Township regulations for ownership of “exotic” pets.
- Federal, state, county, and township regulations governing pet vaccination, the licensing of dogs, the wearing of ID tags for cats and the registration of service and support animals are to be followed.
- Pets may not be chained, or otherwise secured to the exterior of any home, to fences or poles on the owner’s lot or anywhere else in the development.
- Animal houses, cages, pens, dog runs, etc. are not permitted in outdoor areas in the development.

Pet Waste

- Residents cannot allow their pets to deposit waste on the property of another homeowner, or around the clubhouse, pool and RAC.
- Residents must immediately pick up their pet’s waste anywhere in the development, including their own property.

Supervision of Pets

- Dogs must be leashed at all times when outside of the resident’s home.
- Resident’s having a fenced in area in their backyard, may allow their dog to be unleashed in that area. A responsible person should maintain consistent surveillance of the dogs.

SIGNS, FLAGS AND MAILBOXES

Flags and Flagpoles

- Residents may fly the U.S. flag from the Unit at any time. Residents are encouraged to review and follow the rules and time-honored traditions for the care, lighting, and display of the flag. [See usa.gov]
- Flagpoles attached to the house may not exceed five (5) feet in length.
- Flagpoles are **not** permitted to be installed in the ground.

Holiday, Religious and Patriotic Decorations

- Individual Units or Lots may display decorations, flags, lights, ornaments for holidays and religious observances. Items may be displayed no more than 30 days before the event/ holiday and should be removed no more than 30 days after the event/holiday.
- No items (neither commemorative, religious, patriotic nor political) may be permanently attached, hung, painted, or displayed on the exterior of any Unit.
- Ornamental structures or figurines with a maximum height of 24" (base not to exceed 24" x 24") may be on porches, patios, or foundation planting beds.
- Plastic and silk artificial flowers in plant beds in fronts of homes are discouraged.

Signs (For Sale, Open House, Political)

- Signs are not to be posted by residents in windows, on doors, or on any other part of the Unit or Lot, or in Common areas without prior Board approval.
- A security sign (e.g., ADP) or a small ornamental sign (e.g., "Welcome") may be displayed on Lots permanently. These signs should not exceed 12" in height by 18" in width (12"H x 18" W) and are to be placed such that no part of the sign is more than 18 inches off the ground.
- A single political sign may be displayed on the resident's front lawn no more than 30 days before an election or political event and removed no more than 48 hours after the election or event. Political signs may not exceed 24" x 24" in size and must be erected so that no part of the sign is higher than 3 feet from the ground.
- A single "**For Sale**" or "**For Lease**" sign is permitted on any Lot. The sign dimensions should not exceed 18" wide x 24" high. The sign should be placed at least ten (10) feet behind the front sidewalk and should be removed from the Lot not more than 15 days after the completion of the matter of business being advertised.
- Where an "Open House" is scheduled, the owner may seek Board approval for a sign to be posted at the entrance to Wellington Manor. The sign is to be displayed no more than 24-hours before the event and removed when the event ends.

Mailboxes

- The house number is required and should be visible. Names are permitted (but discouraged for security reasons).
- Mailboxes must be standard letter size and of the same design and color as originally installed. No changes to the mailbox posts are allowed. (See mailbox specifications in Appendix III of the online edition of the Homeowners Manual at: [wellingtonmanorhoa.org/Residents Only](http://wellingtonmanorhoa.org/Residents%20Only).)
- Mailbox posts are to be maintained at or near 90-degree (90°) angle, perpendicular to the ground.
- Repairs to damaged mailboxes and leaning posts are the responsibility of the homeowner.
- Newspaper delivery boxes are not permitted.



VEHICLES, PARKING AND GARAGES

Passenger Car Parking

- Only four-wheel passenger vehicles that are currently licensed and operable may be parked at any time, or on any Lot, in the Common areas, the clubhouse parking lot, or on any street in Wellington Manor.
- Vehicles that require a cover must be parked inside the garage.
- Parking of recreational vehicles, construction/landscaping vehicles or equipment, commercial vans, commercial pickup trucks, tractors, mobile homes, campers, trailers, boats, boat trailers, motorcycles, trucks, or other commercial vehicles is not permitted, except temporarily **and never overnight**, on any Lot, street, parking lot, or common area of Wellington Manor.
- No vehicle may be maintained or repaired on any Lot, driveway, street, parking lot, or common area of Wellington Manor. Washing, waxing, and vacuuming of vehicles in driveways is permitted. Maintenance and repairs of vehicles within garages is also permitted, providing noise, odors, and fumes are not a problem for neighbors.
- Homeowners and their guests must remove their vehicles from the street between 1:00 A.M. and 5:00 A.M. Guests may park in the Clubhouse parking lot overnight with the Wellington Manor placard on the dashboard or some such identifier.
- All vehicles must be removed from the street whenever there is ice or snow that has not been completely cleared.

Guest Parking

- Any vehicle left in the Clubhouse parking lot for more than 24-hours should be parked in the lane(s) adjacent to the bocce court/pocket park/recreational activity complex (RAC).
- The Property Manager should be notified via email.
- A Wellington Manor parking placard should be visible on the dashboard. Parking placards can be found on the last page of any Wellington Manor newsletter or on the Wellington Manor website.
- Long term parking in the clubhouse parking lot is limited to two (2) weeks.

Garages

- All homes in Wellington Manor feature two-car garages intended for the storage of approved vehicles.
- Garages may not be converted into a living space.

SALE AND RENTAL OF PROPERTY

Sale

When selling a Unit, the current Owner must obtain a signed acknowledgment from the purchasers that they have received a copy of, and agree to comply fully with, the Wellington Manor Covenants, Bylaws, Rules and Regulations. The form is available from the Property Manager. The signed form should be returned to the Property Manager.

Rental

When renting a Unit or permitting others to occupy it, the Owner must obtain and forward to the Property Manager:

- A signed copy of the lease agreement.
- A signed acknowledgment from the renters/ occupants that they have received a copy of, and agree to comply fully with, the Wellington Manor Covenants, Bylaws, Rules and Regulations. The form is available from the Property Manager.
- A census form listing names and contact information of renters/ occupants. This form is available from the Property Manager.
- An age verification form listing the ages of renters/ occupants. This form is available from the Property Manager.

Owner/ Tenant Responsibilities

- An Owner will remain responsible for all the activities of their renters and will be liable if their renters violate any of these Rules and Regulations.
- A tenant will not become a member of the Homeowners Association but will be permitted to use all common areas and facilities in Wellington Manor.
- If a Unit is rented, the Owner continues to be a member of the Homeowners Association with the right to vote in HOA elections but will not have access to any of the facilities.



CLUBHOUSE RULES AND REGULATIONS

The Wellington Manor Homeowners Association welcomes all residents and their guests to use the Clubhouse. It is hoped that by following these rules everyone's visits will be enjoyable for them and for their neighbors as well. These rules are designed to make the Clubhouse the central hub of social activity in our community, where all residents and their guests may enjoy the facilities, equipment, and games, in either a scheduled or spontaneous manner, and to meet, socialize, and enjoy each other's company.

Hours of Use

Generally, the Clubhouse is open to residents from 6:00 A.M. to 12:00 midnight every day of the year, except when a private party is taking place, or when the Board of Trustees has determined that it is necessary to close the Clubhouse. Previously scheduled Board, or WMHOA Committee events, also take precedence over individual residents' use, so please check the schedule maintained by the Property Manager to be sure the Clubhouse has not been reserved for those activities or for private parties.

General Rules

- Residents in Good Standing (unless otherwise banned by the Board of Trustees), along with their guests may use the Clubhouse, including its facilities, equipment, and games.
- Residents should use the Key Fobs issued to all Residents in Good Standing to enter the Clubhouse. If a Key Fob is lost, contact the Property Manager to arrange for a replacement.
- Note that regardless of the number of residents in a household, each household is limited to a total of 12 (twelve) guests in the Clubhouse at one time. Residents who host guests in the Clubhouse but have not paid the rental fee will not have exclusive use of the Clubhouse.
- Residents are responsible for their guests' behavior and any damages.
- All guests must be accompanied at all times by a resident. If a resident leaves the Clubhouse their guests must also leave.
- All Clubhouse facilities, equipment, and games are available to residents and their guests for their personal use on a first-come basis.
- If more than one resident and guests wish to use any of the facilities and/or equipment, then the duration of each use is limited to not more than one (1) hour.
- If a home is rented, only the tenant and not the homeowner is permitted to use the Clubhouse, pool, recreational activity complex (RAC) and their facilities, equipment and games.
- If a resident notices some damage to the Clubhouse, or its facilities or equipment, please contact the Property Manager immediately.

Health, Safety and Comfort

- The legal use of alcoholic beverages is permitted in the clubhouse.
- Except for registered service animals, pets and/or other animals are not permitted in the Clubhouse.

- Smoking is not permitted anywhere in the Clubhouse. Smoking is not permitted within 25' (twenty-five feet) of the Clubhouse entrance. Smokers must use the receptacles provided for cigarettes and cigars.
- The audio system is off limits to all except those authorized by the Board of Trustees.
- Food and beverages may be served in the Clubhouse. Only bottled water is permitted in the exercise room.
- Residents must cleanup and vacuum, if necessary, after each use.
- Residents and guests must be at least 19 years old to use the exercise equipment.
- The Clubhouse doors should not be propped open. Discourage Clubhouse entry by anyone you believe is not a Wellington Manor resident. Call 9-1-1 immediately if you feel threatened.
- Residents may increase or decrease the temperature in the Clubhouse during their stay but must always, prior to leaving, return the thermostat to 80 degrees whenever the air-conditioning is on, and return the thermostat to 62 degrees whenever the heat is on. (If other residents and guests are also present, an appropriate temperature setting should be agreed to before changing the settings.)
- All lights, water, fireplace, fans, etc. must be shut off when leaving the Clubhouse.
- Cover-ups are required when entering the Clubhouse.

Private Party Rentals

- Residents in Good Standing may rent the Clubhouse for their private, personal, and exclusive use.
- Other residents in the community may not use the exercise room or other facilities or equipment in the Clubhouse while a private party is in progress. In season, restrooms may still be accessed from the pool area through the rear door behind the kitchen.
- Contact the Property Manager at least one week in advance, along with a completed Rental Form, payment of the approved rental fee, security deposit, plus cleaning fee if applicable. (Forms are available from the Association's website or from the Property Manager.)
- The Clubhouse may be rented only if the Board of Trustees, or the Social Committee, or some other resident has not already reserved the time and date. Availability is on a first-come basis.
- The number of attendees in the Clubhouse may be limited under certain circumstances by the Board of Trustees. Check with the Property Manager or a Trustee before finalizing a guest list.
- The Clubhouse library/office, exercise room, pool and pool deck, and Recreational Activity Complex (RAC) are off-limits to private party guests.
- Other residents may not bring guests into the Clubhouse when the Clubhouse has been rented for a private party but may bring guests to the pool. (See Pool Rules)
- Residents may rent the Clubhouse for a period between 6:00 A.M. and midnight.

POOL AND POOL DECK

Overview

Wellington Manor Residents in Good Standing and their guests (adults and children) are welcome to use the pool and the pool deck areas.

These guidelines are established to help make your experience both safe and pleasurable.

General concerns and questions about pool use, behavior, activities, conditions, rules, etc. should be e-mailed to the Property Manager with a copy to the Pool Committee Chair. Email addresses and phone numbers are listed on the Wellington Manor website.

Pool and Deck Schedule and Operating Hours

The schedule of operating hours will be set by the Board of Trustees annually and announced prior to the beginning of the pool season.

General Rules

- All persons using the Wellington Manor pool do so at their own risk. Lifeguards are not available.
- Individuals under the influence of alcohol, drugs, or medication that can cause drowsiness are not permitted in the pool and deck area.
- Residents **must** sign in when entering the pool area.
- Regardless of the number of residents in a household, each household is limited to a maximum of 6 (six) guests at the pool at any time. Names of all guests are to be entered with the name of the resident.
- If the pool is closed but the pool cover is secured the pool deck area may be used.
- Private Clubhouse party guests may not enter the pool area.

Pool Administration

A Pool Attendant will be present during normal operating hours. The Attendant's responsibilities:

- Unlock gates for pool area and Clubhouse door near restrooms.
- Open the pool and set up the deck equipment and furniture as required.
- Conduct and record water testing.
- Clean debris from the pool prior to opening and as needed during the day.
- Verify verbally that entrants are residents and check that they sign the log.
- Verify that residents record the number of guests who are with them.
- Close the pool at the end of pool hours, replace all tables and chairs in their proper location, lower and secure all umbrellas, store sign-in book.
- Return all pool equipment to its proper storage area.
- Lock gates (2) and door to the Clubhouse.

Use Guidelines

Residents and Guests

- Guests must be accompanied by a resident at all times.
- Residents are responsible for making their guests aware of the applicable Wellington Manor guidelines for pool behavior and safety.
- Residents must sign themselves and their guests in and out each time they use the pool and deck.
- All guests must be accompanied by a resident when in the pool/deck area. When a resident leaves the area, their guests must also leave.
- Children using the pool must be potty-trained. Children may not enter the pool in diapers or pull-ups.

Clubhouse Access

- Residents and guests wearing wet swimwear should leave the pool area by the side gates.
- To access the restrooms residents and guests in wet swimwear should use the Clubhouse door closest to the restrooms.
- Footwear is required when entering the clubhouse from the pool area.

Attire

- Swimsuits and wetsuits only are permitted in the pool. Street clothes/ exercise clothes are not permitted in the pool.
- Flotation devices may be worn in the pool.
- Kickboards and noodles are permitted in the pool.

Equipment and Furniture

- Tables, chairs, and lounges cannot be reserved.
- Residents and guests may bring their own personal furniture, which must be removed when they leave the pool area.
- Residents who use the BBQ grill are expected to clean the grill and the grill area when they are finished.
- Cell phones and other small electronic devices may be used in the pool area. When in use these devices should not disturb others.
- When leaving the pool area, residents should return the pool furniture to its original location, clean up their area and place trash in designated containers.

Health and Safety

- Diving or jumping into the pool, horseplay or roughhousing in or around the pool are not allowed.
- No glass or ceramic containers (glasses, plates, etc.) are permitted anywhere in the pool area.
- Beverages of any kind may not be consumed while in the pool.
- Smoking is not permitted anywhere in the pool area or clubhouse.

- Individuals with skin conditions, open wounds/sores, rashes, or other contagious conditions may not use the pool.
- Only service animals are permitted in the pool area. No other household pets or support animals are permitted.

Emergency Contacts

- In critical situations contact the Property Manager.
- In case of events requiring Police, Fire, and/or Emergency services, dial 9-1-1.
- If possible, call from a landline telephone in the Clubhouse (on kitchen counter or in the Activities Room near the television). These numbers and locations are registered in the Enhanced 9-1-1 system used by the Hopewell Township PD.
- Note that calls to 9-1-1 from cell phones may not display the location from which the call is being made. Provide the address to the 9-1-1 Operator as follows:
Wellington Manor Clubhouse
8 Lexington Drive
Pennington, NJ 08534



RECREATIONAL ACTIVITY COMPLEX (RAC)

The Recreational Activity Complex (RAC) consists of two Bocce courts, a Shuffleboard court, and a Tennis/ Pickleball court.

These guidelines are intended to support effective use of the RAC and to enhance the enjoyment of residents and their guests.

Daily Hours

The RAC may be used by all Residents in Good Standing and their guests during daylight hours, every day of the year, weather and court conditions permitting.

General Rules

- Residents in Good Standing may use the RAC and should understand they do so at their own risk.
- Regardless of the number of residents in a household, each household is limited to a maximum of 6 (six) guests at one time.
- While in the RAC area, guests must be accompanied by a resident. When the resident leaves the RAC, the guests must also leave.
- Residents are responsible for their guests' behavior and should make guests aware of the Wellington Manor guidelines for RAC behavior and safety.
- Residents may use the courts on a first come basis.
- If there are more people wishing to use the courts than can be accommodated, then the duration of each use should be limited to one (1) hour, or the time required to complete the current game.
- Pets or other animals, additional equipment, and any other materials are not permitted on the courts. Registered service animals may be permitted.
- Smoking, food, and alcoholic beverages are not permitted at any time.

Safety and Security

- Courts should be inspected before use. The objective is to verify that there are no defects, debris, or damages that could cause a fall or injury, or that require repair. Any issues found should be reported to the Property Manager.
- If there is evidence of water, snow, ice, leaves, grass, or other potential hazards, the courts should not be used.
- The gate to the tennis/pickleball court is secured by a dial lock. The combination is 8047. The gate must be locked when leaving the court.
- For your safety, appropriate footwear (tennis shoes, sneakers, sandals etc.) should be worn at all times.
- Roughhousing, horseplay, and other unsafe behavior is prohibited.
- The number of players using any court should be consistent with the rules of the game being played.

PENALTIES & FINES

The Board of Trustees has the right to impose penalties, and/or to seek injunctive relief to require owners to stop, remove, and/or alter any change or improvement in a manner consistent with the Architectural Guidelines and Design Standards, as well as to seek compliance from owners who are in violation of the Association Rules and Regulations.

In deciding the action to be taken when it determines that a violation has occurred, the Board will exercise its discretion, based on the specific facts of the violation and the objective of achieving and maintaining, to the maximum feasible extent, a community in which all residents live in harmony, safety, and security. Whether or not any additional penalties are imposed by the Board, the owner in violation of either the Architectural Guidelines or Rules and Regulations will be fully responsible for all costs to remedy the violation, or for any damage or loss to any other Unit or Lot, and/or the common areas or facilities, as well as any costs borne by the Association to collect them.

Owners with unpaid penalties, fees, and liens shall not be considered Residents in Good Standing, and therefore, will not have access to the common areas and facilities, including the clubhouse, pool, and recreational activity complex (RAC) until they are paid in full. Tenants residing in a Unit where the owner is not a Resident in Good Standing will also not be permitted to use the common areas and facilities until paid in full by the owner.

Penalties which are shown as **per day** will ordinarily commence on the day after the homeowner in violation is notified by the decision of the Board to assess the penalty. The Board may, in its discretion, determine that a penalty will commence a specified period after such notice if the violation is not corrected by that time, or it may determine that a penalty will be assessed for a period prior to notification.

No further fines will be imposed after the homeowner has begun remediation action.

Penalties, Fines and Liens

- For changes to exterior of units or lots without prior approval from the Architectural Review Committee and Board of Trustees, or for anything that is not consistent with these approvals:
 - Full cost of repair or removal, plus **\$25** per day until such violation is corrected.
- For any damages to any area, facility or equipment, or any damage to any other unit or lot:
 - Full cost of repair and/or replacement, plus **\$25** per day, until the violation and/or damage is corrected.
- For failure to properly maintain owner's Unit and Lot:

- **\$25** per day until such violations are corrected.
- For failure to comply with current rules for maintaining a unit or lot:
 - **\$25** per day until such violations are corrected.
- For any unauthorized changes and/or damage to the wetlands or transition areas of the Common areas, or taking other action in such areas which is a violation of NJDEP requirements:
 - Full cost of repair or removal plus **\$25** per day until such violation is corrected.
- For all other violations:
 - **\$25** per day until violation is corrected.

Fees for Late Payments

- If an assessment is not paid within **15** days of the due date, a late fee of **\$25 for each month**, or portion thereof, will be charged until the assessment is paid in full.
- Any assessment not paid within **30** days of the due date will incur interest at the rate of **18%** per annum from the due date until the assessment is paid.
- If an assessment or fine remains unpaid for **30 days or more**, the resident may no longer be considered a Resident in Good Standing and will not be permitted to use the clubhouse, pool, RAC, and other common areas and facilities, including any equipment, until all assessments, accrued interest and late fees are paid in full.
- If an assessment, fine, accrued interest or late fees are not paid within **60** days, the Board of Trustees at its discretion may file a lien and may charge attorney's fees and other costs as provided in the Declaration and the Bylaws.

PROTOCOL FOR THE RESOLUTION OF DISPUTES

The procedures for notifying residents of violations of the Covenants, By-Laws, or Rules and Regulations, and for resolving any disputes are summarized here. The Covenants governing dispute resolution and detailing the procedure are included in Appendix II of the Homeowners Manual posted on the HOA website.

Briefly,

1. A homeowner may receive an informal request to cease or correct a violation of Association rules.
2. If the homeowner does not comply with the informal request, then the homeowner will receive a formal letter from the Board of Trustees to cease or rectify the alleged violation within five (5) days.
3. If the homeowner does not respond to the initial letter, the Board of Trustees will send a second letter.
4. If the homeowner does not comply, the Board of Trustees will send a third letter asking the homeowner to comply within five (5) days or face the possibility of legal action.
5. If negotiation fails, the Board or the homeowner may opt for a Dispute Resolution Hearing to resolve the issue.
6. The Dispute Resolution Committee (DRC) will have thirty (30) days to mediate the issue.

ARCHITECTURAL DESIGN GUIDELINES

For Exteriors of Wellington Manor Properties

Design Guidelines and Standards are developed by the Board-appointed Architectural Review Committee (ARC) and approved by the Board of Trustees. Once approved, the Design Guidelines and Standards are binding on all homeowners. All owners are required to comply with the requirements enumerated in the Wellington Manor Declaration of Covenants, Conditions, Easements, and Restrictions and specified in the Design Guidelines and Standards.

Changes to the exterior of a Unit, whether additions, removals, alterations, or modifications, require prior review by the ARC and approval by the Board. These changes include, but are not limited to the appearance, number of materials, texture, structure, shape, design, extension, size, color, and architectural conformity of the Unit. The requirement for prior review and approval also applies to roofing, siding, screened-in/enclosed porches, windows, doors, certain types of storm doors, screens, chimneys, vents, shutters, awnings, skylights, location of satellite dishes, solar panels, electric generators, light fixtures. Board approval is not required for plant landscaping.

Homeowners wishing to change or amend the exterior appearance of their home must submit a completed **Architectural Request** with all attachments and necessary documents as listed on the relevant form. Forms can be viewed in Appendix III of this manual and downloaded from the Wellington Manor website.

Approval from the Board and, when required, Township Building or Zoning permits **must be obtained** prior to the beginning of any exterior construction.

Planning for Exterior Changes

Applicants are asked to keep the following requirements in mind when planning exterior changes.

- The Lot upon which the home is built **must remain 50% permeable by water**. Materials such as gravel, sand, or crushed stone are considered permeable.
- Decks are considered permeable (constructed of materials such as wood, composite boards, etc.).
- Patios constructed of pavers, bluestone, flagstone, concrete, etc., are considered impermeable.
- Setback requirements are generally 25 feet from the front of the property and 9 feet from each side. Rear yard setbacks vary.
- The applicant **must** apply for a variance from the Township when an outdoor project will not meet minimum setback requirements and must follow Township rules regarding this procedure.

Note: Homeowners at #23, #25, #27, #29, #31 and #35 Buckingham Drive are advised that there is a twenty-foot (20') drainage easement in the rear of these Units. Any work proposed for that area must be submitted to the ARC for review and then submitted to Hopewell Township for approval prior to the installation of any landscaping, and/or any type of construction, including patios and deck.

ARCHITECTURAL REVIEW AND APPROVAL PROCESS

Homeowners are responsible for ensuring that any request is submitted to the Architectural Review Committee (ARC) at least two (2) weeks prior to the planned start of construction. All documentation required for the approval process may be submitted via any member of the ARC. To expedite the review process applicants are strongly encouraged to submit the request and all pertinent documents in digital form via email.

During the review period the ARC will consider the request and then forward its recommendation to the Board of Trustees for approval/disapproval. Note that the review may take more than two weeks contingent on committee and board member availability, the completeness and clarity of the submitted application, and the need for feedback or queries to the homeowner about the proposed project.

Applicants are responsible for ensuring the accuracy of all measurements submitted for ARC review, for the accuracy of all measurements of the completed construction, and for ensuring that the completed project complies with the ARC guidelines and with current government regulations.

ARC Request

- Members of the ARC are available to assist in the preparation of the application.
- Submit original application to the ARC Chairperson or to an ARC member.
- Please arrange to submit the ARC request and all pertinent documents in digital format (rather than paper copy). Submitting forms in digital format expedites the review process.

ARC Review

- The ARC reviews the documents included in the submission to ensure that all required information has been included. Applicants are encouraged to remain available throughout the review process to answer any ARC questions about the proposed project.
- The ARC recommendation to the Board will state one of the following:

Approved as submitted

Approved with stipulations

- Owner/applicant is required to make changes prior to undertaking construction. Stipulations are **binding**.

Not approved as submitted

- Owner/applicant must make appropriate changes and resubmit the application with revised plans and specifications

Required for Each Submission

- WMHOA Neighbor Notification Form(s). Design changes requiring neighbor notification include porch enclosures, fences, decks, patios, and spas. Exterior changes that do not affect the original appearance of the Unit, such as roofing, siding, windows, and doors, do not require neighbor notification. Signed Neighbor Notification forms from the applicant's immediate neighbors are to be submitted to the ARC with the application.
- Hopewell Township Permit Requirements. Approval by the Board does not relieve the owner/applicant of the obligation to obtain any required permits from the Township. The typical process is to obtain Board approval and then to petition for the necessary permits from Hopewell Township. It is the applicant's responsibility to contact the *Hopewell Township Construction Office* and the *Planning and Zoning Office at (609) 737-0605* on any improvements to determine if a permit is needed.
 - Zoning Permit required for fencing and the construction of grade level patios and walkways.
 - Building Permit required for porch enclosures, decks, and other construction.
 - Zoning Variance may be required to meet Township setback requirements.

Board Approval

- The Board will consider the submission and the ARC recommendation.
- A notice of Approval/Disapproval will be forwarded to the applicant by the Property Manager.
- Construction must begin within six (6) months of Board approval.

Beginning Construction

- **NO work can begin** (even after approval by the Board) before receipt of an approved Zoning and/or Construction Permit, and/or Zoning Variance if required.
- Applicant should notify the ARC Chairperson when construction is scheduled to begin.
- The Property Manager may review the work in progress.

During Construction

- If debris dumpsters will be used, they cannot be left outside overnight. Debris dumpsters must be removed on the same day as delivered.
- No construction equipment or motorized construction vehicles can be left overnight outside of the property, on the street, or in the Wellington Manor clubhouse parking lot.

Completing Construction

- Applicant will notify the Property Manager when the project is completed.
- The ARC will inspect the completed construction and advise the Board of the satisfactory completion of the project.

ARCHITECTURAL DESIGN STANDARDS

Each of the following items has been assigned a specific ARC request form. Samples of the forms may be viewed in Appendix III of the read-only version of the Homeowners Manual on the HOA website. The forms can be downloaded from the HOA website [[www.wellingtonmanorhoa.org/ Residents Only/ ARC Forms](http://www.wellingtonmanorhoa.org/ResidentsOnly/ARCForms)].

- **Storm Door**
See HOA website for design criteria, forms and submission requirements.
- **Patios, Decks, and Walkways**
See HOA website for design criteria, forms and submission requirements.
- **Fencing**
See HOA website for design criteria, forms and submission requirements.
- **Sunroom, Porch Enclosure**
See HOA website for design criteria, forms and submission requirements.
- **Awnings and Pergolas**
See HOA website for design criteria, forms and submission requirements.
- **Exterior Building and Site Lighting**
See HOA website for design criteria, forms and submission requirements.
- **Solar Collectors**
See HOA website for design criteria, forms and submission requirements.
- **Generators – Permanent / Standby**
See HOA website for design criteria, forms and submission requirements.

The following items require ARC approval but have not been assigned a specific ARC request form. Use the ARC request form on the HOA website titled “**Other**” for:

- **Windows and Doors** (Entrance, Sliding, French or Garage)
 - Window and exterior door modifications, replacements, or additions must be of similar design (color, double hung, size, number of lights, etc.) as those installed on original units withing Wellington Manor.
 - Specifications for modifications, replacements or additions must be submitted along with the ARC request form and include a detailed description.

- **Exterior Siding, Roofing, Stone, Brick, Stucco**
 - Owner wishing to replace, add or change the color of any of the above items must submit an ARC Request Form for review and Board approval.
 - Installation or replacement of any of the above items shall be consistent with the original design intent of the homes and must be compatible with surrounding homes.
 - Manufacturer name, and color samples of paint or stucco, and samples (pictures are acceptable) for brick, stone, siding, and roofing will assist the ARC in their review.

- **Shutters**
 - Replacement shutters must be a raised-panel design and be either white, black, or match the front door color.
 - When shutters are installed, each window or joined set of windows (on each elevation) must have a pair of shutters. Not all windows need be shuttered.

- **Trellis**
 - Trellises are not permitted in front yards.
 - Natural or white trellises are acceptable if they are immediately adjacent and parallel to the home. Installation is limited to the side or rear of the home.
 - No trellis shall be wider than 3'- 6" (3½ feet) nor higher than 5'-0" (5 feet).
 - Each trellis must be constructed in a workmanlike manner and be structurally sound.
 - Unframed lattice is not permitted.
 - Trellises shall not be installed in any other location, or manner, without prior review by the ARC and approval by the Board.
 - Trellises shall not be installed in any location, or manner, which will block homeowner views.
 - Trellises shall not be installed in any location, or manner, which will divide the rear yard.

- **Railings**
 - Railings around rear patios are permitted but require prior ARC review and Board approval.
 - Railing may be used for safety reasons, and/or to contain pets within the patio areas. Gates are permitted if needed.
 - Railings are also permitted around front entrances and steps when required for safety and/or security but require ARC review and Board approval.
 - Railings shall be black aluminum, and the same design as fencing described in the "Fencing Section".

- **Handicapped Use**
 - Any Unit or Lot may be reasonably adapted for handicapped use.
 - Review by the ARC and approval of the Board will be granted on an expedited basis.

- **Natural Gas Grills**
 - Natural gas grills are permitted in the rear of the home.
 - The grill must be installed on a patio, or other paved area of at least sixteen (16) square feet.
 - A Hopewell Township Permit is required prior to commencement of the work.

- **Attic Fans**
 - Attic fans may be installed on the rear roof of a home.
 - Electrical fans require a permit from the Township.
 - Solar fans do not require a permit.

- **Water Features**
 - Small decorative garden water fountains, or water sculptures will be permitted as part of a Unit's landscape design, or as part of the landscape beds. These features must be clearly identified on the landscape drawing.
 - Exterior water features/in-ground ponds of a permanent nature require an ARC Request Form, ARC review, and approval by the Board.

- **Hot Tubs and Spas**
 - Hot tub/spa may be installed on a deck or patio.
 - Hot tub/spa **may not** be installed on the side or front of the property.
 - Installation of an exterior hot tub/spa requires:
 - ARC review
 - Board approval
 - Township permits
 - Hot tubs/spas are subject to all Township setback requirements.
 - Hot tubs/spas are subject to all Township and other applicable regulatory agencies regarding operation and safety.
 - Installation must be completed within 60 days of commencement.

The following items **do not** require an ARC Request Form.

- **Portable Generators**
 - Homeowners may operate portable generators as an alternative power source during an outage.
 - Portable generators must be stored inside the garage.
 - Homeowners are responsible for the safe operation of a generator and are expected to follow manufacturer's safety guidelines and procedures.

- **Satellite Dishes**
 - If less than one meter in diameter, no approval for installing a satellite dish is required.
 - Satellite dishes should be installed where an acceptable signal can be obtained. The wiring must be concealed.

Not Allowed

- Private swimming pools are not permitted on individual properties.

