

CAMBRIDGE HALL CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

Adopted by the Cambridge Hall Condominium Association Board

Approved October 18, 2023

Cambridge Hall Rules and Regulations

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INTRODUCTION

The Master Deed and By Laws govern the Cambridge Hall Association. Every unit owner should have a copy of those documents.

These Rules and Regulations further define how residents maintain a safe, healthy and cooperative environment. Each item listed provides clarity for use of the common areas, as well as the trash rooms, air filtration system, water and waste pipes.

ASSOCIATION FEES

Association Fees

You may receive your monthly statement either in the mail or via email.

Association fees are payable on the first day of each month, with a 15-day grace period. A late fee is charged on the 16th. If payment is not received within 60 days, a delinquency letter will be sent by the attorney for Cambridge Hall, followed by foreclosure proceedings on the 91st day. Delinquency in Association fees rescinds, that is cancels, all voting rights and Association amenities

How to Pay Your Bill

Using the Mail

1. Make check payable to Cambridge Hall Condominium Association
2. Make sure to put the coupon from the bill in the envelope. DO NOT FOLD the coupon.
3. Pay the “amount due” which is your standard monthly maintenance fee.
4. Mail the coupon with your check to the Property Management Company (the address will be included on the bill).

For Electronic Payments Visit: www.hoabankservices.com or use the bill paying service set up by your personal bank.

Register for Electronic Statements At: <https://memproperty.reviewmyinvoice.com/>

AGE RESTRICTIONS ON OCCUPANTS: PERMITTED OCCUPANTS

A. Each Unit, other than the non-residential, Commercial Units, within the Association is intended to be used for and shall be considered as “housing for older persons” as that term is

defined in Section 805(d)(2) of the Fair Housing Amendments Act of 1988, 42 U.S.C. 3607(b)(2), as amended and the regulations promulgated there-under as amended.

B. Each Unit must be occupied as the personal residence of at least one (1) person who, as of the date of such person's initial occupancy of the Unit, is 55 years of age or older. No person under the age of 19 may occupy a unit. In furtherance of these general restrictions on the age of Unit occupants, occupancy of Units shall be restricted to the following "Permitted Occupants":

1. Persons 55 years of age or older.
2. Persons (regardless of age), residing with their spouse, provided the spouse of such person is 55 years of age or older; provided further, however, that any such person (regardless of age) may continue to occupy the Unit (and shall continue to be a Permitted Occupant) after the death of his or her resident-spouse who was over 55.
3. Persons who are the child of a Permitted Occupant described in clauses (i) or (ii) of subsection (b) residing with such Permitted Occupant, provided the child is of the age of 19 years or over.
4. Persons, of the age of 19 years or over, residing with and providing physical or economic support to a Permitted Occupant.
5. Nothing in this section shall be construed to prohibit the following: Entertaining by the Permitted Occupant of any Unit of guests of any age in his or her Unit, including temporary residency by such guests for a period not to exceed thirty (30) consecutive days or an aggregate of ninety (90) days in any calendar year.

C. In order to permit the Association to monitor compliance with these restrictions, upon any transfer of a unit, the Seller and the Purchaser shall deliver to the Association a certification, on a form prescribed by the Board of Trustees, listing the proposed occupants of the Unit and their ages. The Association shall have the right from time to time to require Owners to provide updated certifications regarding the occupants of their Units and reasonable documentation confirming the ages of such occupants.

LEASING PROHIBITION

Occupancy is strictly limited to unit owners and their family members and/or the beneficiaries of any entity holding title to the unit, including, but not limited to a family trust. No renting or leasing of the Residential units is permitted. No person or entity may receive or accept any compensation in exchange for use and/or occupancy of a unit.

Under the Master Deed and By-Laws, any attempt by a Unit Owner to enter into a lease shall be a violation and any such lease shall be null and void and of no legal effect.

FINES AND PENALTIES

The Board of Trustees shall have to power to levy fines against any Unit Owner(s) who violates any rule, regulation, covenant, restriction, Master Deed or By-Laws or any applicable law. The fine for each violation is \$250.00. Additional fines of \$50.00 per day can be levied for each day that a violation continues after the unit owner has been notified to correct the violation. Each day is considered a separate violation.

ACCESS TO BUILDING, PARKING, SECURITY

- A. Key Fobs are issued to Unit Owners to enter the building. If key fobs are lost, there will be a \$25 replacement fee per key fob.
- B. Emergency keys for the back door are to be used only in case the electricity in the building is out. Notify our Maintenance Person if you need a building key for emergency access.
- C. Never prop the doors open by putting something between them.
- D. Only open the doors for your guests. Do not open the doors for anyone waiting to get in.
- E. Each condo is deeded one parking spot. Park only in your designated spot or in an undesignated spot if you choose.
- F. Units with more than two vehicles will have to pay a monthly rental fee of \$20 for the extra vehicles.
- G. In case of a snowstorm, cars parked in the center lane of the parking area, spots 32-112 and 155-167, should be moved to the perimeters of the parking lot for easier snow removal. Anyone unable to move their car should contact the Maintenance Person or Maintenance Chairperson.
- H. Guests may also use any space which is not marked with a condo unit number. For example, space 375 7-T is an owner space; however, a space marked simply 388 is available.

REGULATIONS, REPAIRS AND SERVICES IN INDIVIDUAL UNITS

- A. All Unit Owners are encouraged to purchase condominium insurance for their unit.
- B. The Unit Owner must contact the Maintenance Person prior to work being performed. Unless it is an emergency, notify the on-site Maintenance Person a minimum of three days in advance when and by whom work is being done in your unit.
- C. All contractors must provide proof of insurance. The proof of insurance must be given by the unit owner to the Maintenance Person before the work begins.
- D. All service persons must enter through the rear doors.

- E. Unit Owners are responsible for any damage done in the common areas by workers employed by them.
- F. Disposal of all old appliances, carpeting, tires, large items, is the responsibility of Unit Owners. You may not use the onsite dumpsters for this purpose.
- G. Unit Owners cannot display or post notices on windows inside their unit or outside walls of the building, e.g., for sale signs, banners, etc.
- H. Windows may not be blocked by furniture, boxes or bed linens. Appropriate window treatments are expected.
- I. Unit Owners are responsible for maintaining their unit in such a manner that it does not jeopardize the health and safety of other residents.
- J. Units must be made accessible, for the greater good, to exterminators, maintenance workers of common elements and the management company.

USE OF APPLIANCES

- A. Be considerate of your neighbors and don't use heavy appliances, such as the washer, dryer, or dishwasher, during normal sleeping hours.
- B. In case of a leak or overflow, never leave the washing machine or dishwasher unattended when it is in use.

Kitchen and Bathroom Drains

- C. Cooking grease or oil should never be emptied into the sinks or placed in the trash to throw down the chute. Cooking grease or oil is to be placed in empty containers and given to the Maintenance Person for disposal. It absolutely cannot be thrown down the chute.
- D. At least once a month, use an enzyme drain cleaner.
- E. If you are away for an extended period, have someone run the water in your sinks so that they don't clog. Very hot water and bleach are useful to unclog drains.

MOVING REGULATIONS AND EXTENSIVE DELIVERIES

- A. Notify the Maintenance Person of date and time of deliveries or moving in or out. Maintenance Person must be present during any extensive delivery or moving in or out. For example, the delivery or removal of more than one item.
- B. All moving/deliveries must be completed during the business hours between 8:30 a.m. and 4:00 p.m. Monday through Friday. Arrangements may be made for a Saturday moving; however, you will be responsible for paying an assigned weekend maintenance person. A \$250 fine will be imposed for each violation.
- C. Use only the large brown doors by the rear entrance. These doors must be opened by the Maintenance Person.

- D. If any outside doors is to be left open, someone must be stationed there during the entire period of work.
- E. Movers cannot block the hallways or doorways with items.
- F. Items from a unit being emptied must be TOTALLY REMOVED from the building. They are not allowed to be placed in the trash rooms or in the Condo dumpsters or dumpster area. Boxes of books, magazines or other print materials may not be left in the library. Unit owners will be fined.

COMMON AREAS

SMOKING IS NOT PERMITTED ANYWHERE WITHIN THE COMMON AREAS OF THE BUILDING.

Common areas include hallways, elevator, lobby, storage area, gym, recreation room, etc.—any space that is outside your apartment door. They also include no smoking near the mechanical systems such as the ventilation system. Smoke may not leave your unit and negatively impact other residents. ***If you smoke in your unit you must invest in an air purification device.***

Smoking is **not** permitted in the **outside** common areas, such as, the sidewalks, pool area, terraces and parking lots.

Odors

1. Air fresheners or aromatic plug-ins are not to be used in the hallways or other common areas.
2. Odors emanating from a unit that are an indication of an unclean or unhealthy environment are not permitted. Violators will be fined.

Noise

Please consider your neighbors when playing electronic devices. The volume level must be set so that sound doesn't travel outside the unit.

Hallways

Do not place umbrellas, boots, shopping carts, door mats, walkers, wheelchairs or other obstructions in the hallways or other common areas.

Storage Area

- A. Each unit is assigned a bin in the storage space on the ground floor of the building.

- B. No hazardous materials such as paint removers, gasoline, oils, grill starting fluid and toxic items are to be stored in the bins.
- C. No items are permitted to be stored outside or on top of the storage bins.
- D. Items found outside the storage unit will be thrown away and the unit owner will be fined.
- E. Bicycles must be kept inside the storage unit.

Kitchen and the Community Room

- A. Shopping carts can be found here to help you bring in groceries and other items. After using them, return shopping carts to the kitchen immediately.
- B. The icemaker is available for all unit owners to use.
- C. The kitchen can be used during Condo events and when the Community Room has been reserved by a unit owner.
- D. The Community room is for use by residents and their guests, not for outside functions.
- E. Contact the Chairperson of Community Room for availability.
- F. After use of the room, all utilities (AC, lights, heat) must be turned off, tables, chairs and sink should be cleaned as well as all dishes and utensils. Food must be removed from the refrigerator and garbage must be removed and taken to the dumpster.
- G. The Community Room will be inspected with Chairperson & User prior to use and after event.
- H. A \$300 reservation fee is required, of which \$150 is refundable if the room is left in good condition and the above conditions are met. Please make out two (2) checks for \$150 each to "Cambridge Hall Condominium." If all conditions are met, one check will be returned to you.

Recreation Room and Library

- A. A Unit Owner must be present when room is being used.
- B. Room must be left in the original condition.
- C. Library is limited to Unit owners.
 - (1) All books are in alphabetical order by authors except for the white bookcases.
 - (2) Other specific authors and large print books will be found on the white bookcases.
 - (3) After borrowing a book, you must return the book to its original slot.

Bar

- A. The Bar is for use by residents and their guests, not for outside functions.
- B. Contact the Chairperson of Community Room for availability.
- C. After use of the room, all utilities (AC, lights, heat) must be turned off, tables, chairs and sink should be cleaned as well as all dishes and utensils. Food and drinks must be removed, and garbage must be removed and taken to the dumpster.
- D. The Bar will be inspected with Chairperson & User prior to use and after event.

- E. A \$75 reservation fee is required, of which \$50 is refundable if the room is left in good condition. Please make two (2) checks payable to Cambridge Hall Condominium. One for \$25 and one for \$50. If all conditions are met, the \$50 check will be returned.

Exercise Room

- A. Equipment is for use of Unit Owners and family members over 18 years of age.
- B. Guests must be accompanied by a Unit Owner.
- C. After use, all equipment must be wiped down by the user with a sanitizer such as a bleach or alcohol wipe.
- D. Changing Room Lockers are for use only while residents are exercising or in the pool. The one-time-use only locker may be secured with a small padlock. Anyone using any locker for storage will be fined \$250.00 for each monopolized locker. Padlocks will be removed after 24 hours.

Swimming Pool

- A. Swimming is at your own risk. There will be NO lifeguard on duty.
- B. Times will be posted at the pool site and/or the bulletin board.
- C. A unit owner is allowed no more than 4 guests. The unit owner must remain with the guests at the pool. Unaccompanied guests will be asked to leave.
- D. Any guest under the age of 18 must be in the company of the unit owner at all times.
- E. No glassware is permitted in the pool area (including sitting area). Drinks are permitted in plastic and metal containers only.
- F. Cover-ups and shoes are required leaving and entering the building.
- G. When using suntan lotion, you must use a towel to cover your chair.
- H. Children who are not toilet trained are discouraged from using the pool. If they do, they must be wearing specialty swimming diapers.

Trash Rooms

- A. Even though Recycling is single stream, we have separate, clearly marked bins for plastic and metal, paper and cardboard.
- B. **No food residue in the Recycling Bins.** It smells and attracts insects and rodents. **ALL CONTAINERS THAT HELD FOOD MUST BE WASHED.**
- C. Do not recycle plastic bags or use plastic bags to dispose of recyclables such as cans and bottles.
- D. Plastic used for packing, such as bubble wrap, is to be put down the trash chute.
- E. Boxes must be taken apart and flattened. **All cardboard must be flattened.**
- F. Garbage sent down the garbage chute must be in securely tied plastic bags that EASILY fit in the chute. If a bag is too big it will stop mid-way down and block the chute.

- G. Garbage includes food, food and drink containers that are not plastic or metal, cereal boxes, pizza boxes, frozen food boxes, etc. All must be flattened or cut up and placed down the trash chute in a securely tied bag.
- H. ABSOLUTELY NOTHING may be placed and left on the floor. You will be fined.
- I. Anyone who does not follow the Trash Room rules will be fined.
- J. The Ewing Township Bulk Waste Site is located at 136 Scotch Road. For more information visit - <https://www.ewingnj.org/brush-and-bulk-waste>
- K. For assistance or questions about shredding, bulk items, the dump etc. Contact the Ewing Township Public Works Department at 609.882.3382.

Bulletin Boards

- A. The mailroom Bulletin Board is the responsibility of the Chairperson of the House Committee.
One side is for Unit Owners' correspondence (thank-you, cards, etc.) and one side is for Cambridge Hall administrative material. You must get permission from the Chairperson before posting anything. The Chairperson reserves the right to remove any Unit Owner's correspondence after two weeks. No defamation in any form is permitted.
- B. The Bulletin Boards found on each floor are only for the posting of notices by the Cambridge Hall Board.

EXTENDED ABSENCES

- A. Any resident leaving for an extended period must advise the Maintenance Person or another Unit Owner of their forwarding address and/or phone number in case of an emergency that affects the building.
- B. One should also consider giving an extra key to a trusted individual that could be used in case of an emergency.

EMERGENCY PROCEDURES

In case of an emergency, Unit Owners should contact the Maintenance Person or the Property Management Company (numbers are listed on the bulletin board and included in every notification email from the Board).

Fire Emergency Procedures

- A. If you suspect or know of a fire, call 911.
- B. Vacate the building, using the stairs, NOT THE ELEVATOR.

- C. If you are unable to use the stairs, remain in your unit for a fireman. All those unable to use the stairs must tell the Maintenance Person so that the firemen have an updated list.
- D. Please be sure the Maintenance Person has two keys. One his for the building to use in case of emergency and the second is put in a locked box that only the fire company has access to. If the fire company must break down your door it will be at your expense.

PET POLICY

PETS ARE NOT ALLOWED IN CAMBRIDGE HALL.

The maximum fine is \$250.00 for any one in violation. However, the Association may levy a fine of up to \$50 per day for each day that a violation continues after the Unit Owner has been notified to correct the violation, as each day can be considered a separate violation.

RESALE PROCEDURE

Provide your realtor with a copy of the attached "Cambridge Hall Condominium Memo to New Owners."

At least 20 days before transfer of title to any unit, the transferor must certify in writing to the Board through the management company:

- A. Name and current address of all proposed new owners
- B. Certification that a copy of the Master Deed and Bylaws, along with the current Rules and Regulations were provided to the Transferee.
- C. A copy of the new deed must be provided to the Board.
- D. The Transferor and new owner shall deliver to the Association's management firm a certification listing the proposed occupants of the unit and their ages.
- E. The Association shall have the right from time to time to require owners to provide updated certifications of the ages of the occupants and reasonable documentation.

Resale Notification Form

There is a processing fee charged by the Management Office payable by the buyer to process this information.

The following information will be provided:

- A. A Statement of Account of the individual unit owner will be prepared. The Statement of Account will list fees owed to the Association, reimbursements due to the seller, and the notation of any liens by the Association on the property.

- B. Fees to be collected from the buyer at closing are the Capital Contribution [three times the monthly Association fee for the unit] plus the first month Association fee.
- C. The name and address of the Association Insurance Agent, from whom a certificate of insurance can be obtained.

Addendum

Cambridge Hall Condominium Memo to New Owners

Cambridge Hall is an age restricted, owner-occupied, smoke free community. Residents must be 55 years old or older. Pets are not allowed in Cambridge Hall.

Prior to closing, your Realtor® should make sure you have a complete copy of Cambridge Hall's Rules and Regulations, Master Deed and By-laws. What follows, from those documents, are moving day highlights.

Please note: When moving in use only those large brown maintenance doors adjacent to the rear entrance. They will be opened by our maintenance person. Use of the rear, glass, handicapped-enabled doors for moving incurs a \$250 fine.

If you are rehabbing the unit before you move in:

- ☐ When you having work done, notify our maintenance person a minimum of three (3) days in advance. (His number is 609.658.8455.) Also let him know who is doing the work.
- ☐ All contractors must provide proof of insurance. Please give the proof of insurance to maintenance person before the work begins.
- ☐ Workmen with large tools or supplies must use the large brown maintenance doors adjacent to the rear entrance and not the glass, handicapped-enabled doors.
- ☐ Items from a unit being emptied must be TOTALLY REMOVED from the building. Our garbage and trash removal company does not allow anything other than garbage and recyclables to be placed in the trash rooms or in the dumpsters or dumpster area. Boxes of books, magazines or other print materials may not be left in the library. Disposal of all old appliances, carpeting, tires, large items, is the responsibility of Unit Owners. You may not use the onsite dumpsters for this purpose. Check out the Ewing Township website for information on the town dumpsite.
<https://ewingnj.org/departments/dpw>

Moving Day

- ☐ Notify our maintenance person (609.658.8455) of date and time of deliveries and/or moving in or out. They must be present during those times.

- ☐ All moving/deliveries must be completed during business hours between 8:00 a.m. and 4:00 p.m. Monday through Friday. A \$250 fine will be imposed for each violation. Arrangements may be made for a Saturday moving; however, you will be responsible for paying an assigned weekend maintenance person.
- ☐ Use only those large brown maintenance doors adjacent to the rear entrance. Which will be opened by our maintenance person.
- ☐ We take the security of our residents very seriously. If the maintenance doors *are* to be left open, you must station somewhere there during the entire period of work.
- ☐ Our maintenance person will line one of the elevators with padding to protect the walls during your move. Movers must use only the padded elevator and cannot block the hallways or doorways.

We look forward to meeting you and hope you enjoy your new home.

Report of Cambridge Hall Violation or Incident

Violation of:

Observed
Violation or
incident:

(Be specific)

Date noticed:

Alleged
Offender:

Unit #:

License Plate:

Complainant:

Name

Unit:

Phone

Email

We are not asking residents to “police” Cambridge Hall Condominiums. However, we realize that many of you become frustrated when owners are not compliant with our governing documents and local laws. To alert MEM, our management company, to an infraction please provide them with the above information. ***You don’t need to use this form*** – it is simply a template for the necessary information.

Email to: MEM Client Services - Sal Sanft, ssanft@memproperty.com

Email a copy to Board Member: Mary Goring-Jordan, mgoring42@gmail.com

Cambridge Hall Alternative Dispute Resolution Procedural Policy Simplified

Alternative Dispute Resolution (ADR) shall be provided by a panel of one (1) or more owners who have volunteered to serve and who are not current Board members, are not related to or living with Board members, are not in arrears in payment and not under a current violation charge. None of the members can be an employee of the Board or anyone who contracts with or provides services to the Board. The Board shall select people who agree to read and comply with the letter and spirit of the governing documents.

The Cambridge Hall Condominium Association may also enlist the services of an outside provider, the cost of which shall be a common expense (pursuant to NJSA 46:8B-14(k).)

The panel shall be guided by the fact that any conflicting State statute takes precedence over any Association governing document; that the Master Deed takes precedence over the By-Laws and that the By-Laws take precedence over Association rules or Board actions. If no statute or formal document is determinative of an issue, the panel may rely on Board precedent.

Any owner desiring to invoke his/her right to ADR shall do so by sending a written request addressed to the Board at the address provided for official Association correspondence.

The writing shall contain the following:

1. The complainant's identity and address where he/she can be reached.
2. A brief, clear statement of the facts relating to the concern.
3. Citations to the laws, Association governing documents or rules allegedly not being complied with.
4. A statement that the complainant is requesting ADR as well as the action or relief desired.

The ADR provider shall liberally construe matters to be subject to ADR in order to attempt to have the parties resolve the matters without resort to litigation. Thus, if there is a doubt whether ADR applies, it should be resolved in favor of providing ADR. An owner is not required to request or complete ADR before proceeding in court.

1. ADR is not for matters that are personal between the parties and have no material connection to the Cambridge Hall Condominium development. ADR is also not applicable to disagreements with legitimate board discretionary determinations.
2. Board determinations to ignore governing documents or law are not discretionary and are subject to ADR.
3. Matters relating to payment of Association fees or special assessments are subject to ADR only if the allegation is that they are in violation of the governing documents, in which case the person alleging same must cite specific provisions supporting such claim. If it relates to the monthly assessment, the person must pay the previously agreed-upon amount before being eligible for ADR. If to a special assessment, the person must

pay the assessment to the Association to be held in escrow pending outcome of the ADR proceeding.

4. ADR is also applicable to the appeal of a fine imposed by the board.

Any owner desiring to invoke his/her right to ADR shall do so by sending a writing addressed to the Board at the address provided for official Association correspondence.

The association is only obligated to provide an informal non-binding ADR any cost of which is absorbed by the board. Any further formal action can be pursued by the ADR requestor.