

The Enclave at Edison

www.theenclaveatedison.com

Revision: Fall 2013

The Enclave at Edison Condominium Association General Information * Rules & Regulations * Rights & Privileges

Dear Homeowners & Tenants:

There are three (3) sets of documents which govern our 86-unit community known as The Enclave at Edison. They are the Rules & Regulations, Master Deed, and the By-Laws. All Homeowners should have a copy of the documents and upon the sale of a unit; the documents should be given to the new Homeowner(s). Duplicates of these documents are available through the management company. What follows is an explanation of each.

The Rules and Regulations are an interpretation of portions of the Master Deed and By-Laws of The Enclave at Edison Condominium Association, but is not intended to limit or otherwise modify any of the provisions contained in the Master Deed or the By-Laws.

The Rules and Regulations have been formulated and defined to assure the comfort, convenience, safety, privacy, and general peace of mind associated with dignified living

Communication: These Rules & Regulations, dates for open Board meetings, and more information can be found on the website: www.theenclaveatedison.com. Contact the management company for the User Name and password for the Residents portal. Residents can communicate directly with the Board or through the management company. PropertyManager@theenclaveatedison.com

E-Mail: We are now using e-mail as an important way to communicate. If you wish to receive e-mail communications, please notify the management company.

What is the Association? Your Condominium Association is a non-profit corporation registered with the New Jersey Department of Community Affairs. As such, it is managed by a Board of Directors whose purpose is to oversee the maintenance and operation of all common elements and facilities. The Board is also responsible for governing your community in accordance with the provisions of the Master Deed and Association By-Laws. The Board of Directors has chosen Access Property Management for the day to day operations at your property.

What is the "Master Deed" and the CC&R's? The Covenants, Conditions, and Restrictions commonly referred to as the "Master Deed" (64 pages) are the legal documents that determine the guidelines for the operation of your community as a non-profit corporation. These guidelines are included in the title of your property, and cannot be changed without proper action by the Board or by a vote of the Condominium Association members in Good Standing. All Homeowners must comply with the CC&R's. Failure to do so may result in fines and/or denial of privileges.

What are the By-Laws? The By-Laws (43 pages) are the guidelines for the actual operation of your Condominium Association. The By-Laws define duties of the various offices of the Board, the term durations of the Directors; the membership's voting rights, required meetings, as well as numerous other specific items that are necessary to run the Association as a corporation.

What are “Common Elements”? The Condominium property consists of three separate elements. **Common Elements** belonging to the Association include grass areas, fences, sidewalks, roads, and building exteriors. **Limited Common Elements** include driveways, patios, original decks, and front walks. **Restricted Use Elements** includes the interior airspace of each unit. This is defined as all airspace within painted walls. All repairs to the interior of each unit, garage door(s), front and back doors, windows, skylights, chimney caps, all vents, attic fans and outdoor lighting fixtures are the Homeowner’s responsibility. Units may be used only as private residences. No business, trade, profession or home based business generating deliveries or in person traffic, shall be conducted in any unit.

- Anyone responsible for damages to Common Elements will be fined as well as charged for any repair or cleanup. Homeowners are responsible for their guests, as well as renters and their guests.
- No Homeowner or tenant shall build, plant, or maintain any matter or thing upon, in, over or under the common elements without written consent of the Association.
- No Homeowner shall have the right to paint or make any alterations to the exterior to the unit except for the front and/or back doors and garage door(s) which may be painted in the color and finish designated by the management company.
- No temporary structure, trailer, tent, shed, boat, camper, shall be permitted on or about the Common Elements.
- Entrance areas and other unit exterior areas are the property of the Association.
- Draperies, blinds, curtains or the window coverings must be installed by each Homeowner or occupant on all windows at all times. While awaiting permanent window treatments, white sheets or purchased temporary window coverings only may be used.

What are the Rules & Regulations? From time to time, rules will be adopted by the Board. These rules are meant to protect the living environment of your community, and may involve guidelines regarding parking and vehicles, pets, etc. Since the Common Elements are owned and maintained by the Association, any intended changes or modifications must meet Board approval through a Property Modification Application Form. The purpose of the guidelines is to control and protect the visual integrity of your community such as plantings or additions to the structure.

What are Fines? Failure by any Homeowner to comply with these Rules and Regulations shall subject the Homeowner to the penalties provided in the Association By-Laws. Before any fine is imposed by the Board, the Homeowner involved shall be given at least ten (10) days prior written notice in the form of a letter and afforded an opportunity to be heard with or without counsel. A warning letter may be sent to the violators for corrective action at the directive of the Board.

In some cases fines can be imposed immediately for violations, as they occur, by the Board of Directors. Any Homeowner, who wishes to appeal a ruling by the Board, has a right to an Alternative Dispute Resolution (ADR) meeting and must contact the Management Company to initiate this process. Continuous daily violations will be treated as separate daily infractions. Any fine imposed by the Board of Directors may be appealed in writing to the Board of Directors within 10 days of the receipt of the fine notice. Failure to respond within 10 days will result in the forfeiture of the right to appeal the fine. Any fines not paid within 30 days will be treated as delinquent and result in collection proceedings such as liens and other litigation

When are Board Meetings?: Your Board meets on a regular basis, and as a voting member of the Association, you have a right to voice your ideas and opinions. The Board adheres to all the guidelines dictated by the “Sunshine Laws of the State of New Jersey”. As Homeowners, you are invited to open forum sessions which are held on the night of the scheduled Board meeting, unless otherwise posted by the mailbox corkboard, via e-mail, and on the website.

About Maintenance Fee and Assessments: The monthly maintenance fee pays for any expenses, including ground maintenance, routine maintenance, painting of building exteriors, trash removal, insurance for all Common Elements, legal and accounting fees, common water charges and snow removal, among others. All maintenance fees and assessments shall be due by the first of each month. All payments postmarked after the 15th of each month will be charged a late fee. An additional penalty fee will be assessed for each month the balance remains unpaid. If an account becomes more than two months delinquent, a lien may be put in place on the Homeowner's property for the amount of the delinquent maintenance fees, plus late fee charges, as well as the legal fees involved in placing the lien. Pre-payments are accepted and will be credited to a unit's account upon receipt.

Returned Checks: In the event a check is returned to the management company for any reason, an additional fee will be assessed to cover any bank charges.

Rules and Regulations:

1. **Uniform Exterior Appearance of Units:** Nothing shall be done to any Unit or in the Common Elements which will impair the structural integrity of any building or the exterior appearance of any building. No Homeowner may make structural additions, alterations, or improvements to their unit or in or to the Common Elements, or impair any easement without the prior written approval of the Association through a Property Modification Application Form found on the website or through the management company.
2. **Insurance Obligations:** Insurance is provided by the Association for the Common Elements. Therefore, nothing shall be kept in any unit or upon the Common Elements which will increase the rates of insurance of the Building(s) or the contents thereof beyond the rates applicable for Units, without the prior written consent of the Association. No Homeowner shall permit anything to be done or kept in the unit or in upon the Common Elements which will be in violation of any municipal or state laws.
3. **Vehicle Parking and Driving:**
 - a. All Homeowners are encouraged to use their garage for parking their first vehicle.
 - b. The speed limit in The Enclave is 17 mph. Speeding is dangerous and prohibited. Please be observant and watch for our community's children as they ride their bikes and play on the roads and parking areas within The Enclave. Residents and guests must observe and obey stop signs. Please report any speeders to the Property Manager.
 - c. Repairing of automobiles on the Common Elements is prohibited. Residents are prohibited from performing any repair or service to their automobile which may cause damage to the Common Elements, limited Common Elements, or create a nuisance to other residents. Limited emergency repairs are permitted. (Examples: changing of tires or headlamps)
 - d. The parking or storage of inoperable, abandoned or unlicensed motor vehicles is prohibited.
 - e. Parking is permitted in lined parking areas only.
 - f. Parking of trailers, boats, mobile homes or commercial vehicles on the common property by an Owner or Lessee is prohibited. Both a "van" with solid paneled sides and a vehicle with a cutaway cargo deck are considered commercial vehicles. Temporary parking of such vehicles will be permitted only to provide services to an individual unit, provided it does not interfere with normal entrances and exits.

- g. No vehicles of any kind may be operated on the grass.
 - h. Parking in fire lane is strictly prohibited.
 - i. Driveway parked vehicles must be perpendicular to the unit and not extend onto the roadway.
 - j. Car washing is permitted on Saturday and Sunday before noon and on weekdays during daylight hours.
 - k. Car covers may not be placed on cars at any time without explicit consent of the Board.
 - l. Since parking areas near the units are limited, when possible, please be considerate of your neighbors and park your car, when not used for extended periods (ie: vacations) at the Clubhouse parking areas where there is ample parking.
4. **Pets:** Pet Owners must pick up after their pets. This is a safety issue and also a New Jersey law. Pet owners must immediately pick up after their animals. If you are a pet owner you have a responsibility to the community to not only pick up after it but to walk it on a leash and follow all Township and State laws. As a result all pet owners must register their pets with the Association and the Township of Edison. The Association continues to pay for damages to the turf caused by dog waste and urination. If reported to the Health Department a summons and a court appearance may be necessary. These violations will be reported to the proper authorities. No animal, livestock or poultry of any kind shall be raised, bred or kept in any unit or the Common Elements. No more than a total of two pets (dogs or cats only) are permitted to any unit.
- a. No outside dog pen will be permitted. Pets must be housed within the unit.
 - b. Dogs are to be kept on a leash at all times.
 - c. No dog runs allowed. Dogs may be leashed on a lead outside in the rear patio area between the privacy fences. The lead cannot extend beyond the concrete/paver or deck area into the Common Elements. Homeowner must be present with their dogs at all times.
 - d. Cats are to be confined to the owner's limited common elements and housed within the unit.
 - e. Messes are to be removed and disposed of in a sanitary manner. Failure to abide by this rule will result in a fine per incident.
 - f. Vicious and noisy pets will not be permitted.
 - g. No pets are permitted in the pool enclosure on the Common Elements surrounding the pool area.
 - h. No pets are allowed on the tennis court.
5. **Garage Doors:** Must be closed at all times both for aesthetic and security purposes. All garage doors must be properly maintained and in good working condition. When in disrepair or in need of repainting, it is the Homeowner's responsibility to have the garage door replaced or repaired in an expedient manner according to Association standards. A remote garage door opener may be affixed to the side of the garage door. **Garage Door color:** As per specifications provided by the management company.
6. **Garage Lights/Front Door Lights/Outdoor Lights:** It is the responsibility of the Homeowner to ensure that both garage lights and fixtures and front door lights and fixtures are in proper working order. Light sensors and lenses for lights are the responsibility of the homeowner. Burned out bulbs should be repaired within three (3) days or be subject to a written warning and/or a fine. Low voltage lights not higher than 18" may be placed along walkways of "C" units to provide safety and security. If a Homeowner wishes to install additional lighting at the rear of the unit, a request must be submitted to the Board for approval.
7. **Plants & Flowers:** Lawns, shrubbery or other established plantings may not be altered or moved by Homeowners except in limited Common Elements with Association permission. If a

Homeowner wishes to add shrubs, bushes or other plantings to the existing landscape around their unit, a request and drawing proposal must be submitted to the Board for approval. Please note that the additional requested plantings will be at the Homeowner's expense and cannot be removed if and when the Homeowner moves. Two flower pots on " C " units and one flower pot on " A " and " B " units, are permitted in the area of the unit's front door. Potted plants and plant boxes are permitted on porches and decks within the fence line and on the limited common area (grass and mulch area). These plants must be self-contained potted plants, provided they are kept in good condition and present a neat appearance. Potted plant statues, figurines, and other lawn ornaments are not permitted on Common Elements. Hanging plants are permitted on the patio fences but not on the siding and the Homeowner is responsible for any damages to the fence caused by the hanging plants. Personal plantings are limited to flowers only and are allowed in the rear of the unit in mulch within the fence line and cannot be higher than the fence. These flowers must be maintained by the Homeowner. Neither the landscape company nor the Association will be responsible for maintenance or damage to personal plantings. No exterior lights (other than locations where installed by the builder), bird feeders, bird baths are permitted. One flower pot, white or terracotta, not larger than 24" in height may be placed between the garage doors. Where driveways are shared between two units, both unit owners must be in agreement for same.

8. **Interior/Exterior Structural Renovations:** Board approval is required for modifications/renovations such as installation of a satellite dish, building a patio, installing a fireplace, relocation of air conditioning condenser units. For all common area vendor work, workman's compensation and proper insurance is required and must be approved by the management company. Please use the Property Modification Application form from the management company. The management company needs copies of all Township permits which are required for certain renovations. If you have any questions, please contact the management company with specific questions before beginning any construction. Contractors or workmen employed by a Homeowner or resident shall be permitted to work in any unit (except for emergency repairs) between the hours of 8:00AM-8:00PM, Monday through Saturday. Belgian Blocks of a size and color similar to that of the curbing along front paths between pathways and mulch beds are permitted on the back patio. Original, existing wood decks can only be replaced with wood decking material. Existing cement/block patios can only be replaced with patio block materials. All extensions of patios and the planting of shrubberies, etc. and replacement of wood decks within the rear fence line of each unit is permitted but subject to prior approval by the Board.

(Please visit The Enclave's website for a listing of approvals and permits that may be required. www.theenclaveatedison.com)

Required Edison permits from the Township of Edison Code Enforcement office (732-248-7257.) Any reputable contractor will have knowledge of the required permits. Below is a listing (but not all-inclusive) of permits required by the Township of Edison:

- a. heating system replacement
- b. air conditioner replacement
- c. hot water heater replacement
- d. gas grill line
- e. garbage disposal installation
- f. water softener installation
- g. fireplace installation (vented or vent-less)
- h. electrical panel changes or additional panel installation
- i. kitchen renovation

- j. bath renovation when a toilet or tub is repositioned (not simple replacement)
- k. changing a soaking tub to a "jetted" tub
- l. new electrical lighting installation

9. **Trash/Recyclables:** - No portion of the Common Elements or other portion of the property shall be used for maintaining or the dumping of rubbish or debris. Trash, garbage, or other waste shall be kept in proper, covered, hard plastic or metal containers. Only heavy duty, dark-colored plastic bags can be used in addition to the plastic/metal container. Light-weight, white plastic bags for trash are prohibited as they tend to attract wild animals and rodents. Trash may be put out no earlier than 7:00pm the night before pick up. Tuesday and Friday mornings are garbage pick-up days. Trash cans must be removed from the curb within 24 hours and placed back in the garage. Trash cans are not to be stored in common or limited common areas in front or rear of units. Recycling is picked up every other Monday morning. For the recycling pick-up schedule please visit www.edison.nj.gov.com or call 732-248-7300. Homeowners must make special arrangements for pick-up of large furniture and other bulk items.
10. **Pool:** All Homeowners, in good standing, and their guests must sign in and out upon entering the pool area and abide by all [pool rules](#).
11. **Tennis Courts:** All Homeowners in good standing have access to the tennis courts.
12. **Clubhouse:** All Homeowners, in good standing, have access to the Clubhouse. The Clubhouse can be rented for a nominal fee through the clubhouse manager or management company using a Clubhouse Rental Application Form. Only Homeowners in good standing are permitted to book parties or use the Clubhouse facility. The pool area cannot be used during any party due to insurance restrictions. Homeowners are responsible to bag all trash before leaving the premises. The cost of any damage to the Clubhouse or its contents will be taken from the deposit. The corkboard by the mailboxes may be used by the Homeowners to post notices, items for sale and information of interest to fellow community members.
13. **Pests:** The extermination of any pests in the interior of the units is the responsibility of the Homeowner. This is with the exception of termites and other wood destroying insects, which is a shared responsibility by the Homeowner and the Association.
14. **Outdoor Furniture:** A door mat may be placed immediately in front of the unit's front door. Outdoor furniture must not be left on the lawns or among the bushes. Appropriate types of furniture may be used. This furniture must remain on the deck, porch, or patio. This allows the lawn work to proceed unimpeded and also prevents damage to the personal property. Children's outdoor play equipment may not be stored in any Common Element or Limited Common Element when not in use.
15. **Decorations:** No Homeowner or occupant shall build, plant, or maintain any matter or thing upon, in, over or under the Common Elements without the prior written consent of the Association. A decorative or seasonal wreath is permitted on the front door of the unit. Holiday lighting may be displayed only in the interior, front windows of the Homeowner's unit and must be turned off by 11:00pm. A small religious item customary to the individual religion of the unit owner on the front door jamb is permitted. Owners of "C" units may place decorative house numbers adjacent to the front door made of brass and no larger than 4" in height. No signs of any kind shall be permitted upon the premises. No lights can be strung on planted bushes, trees, gates, garages, windows, or light posts. No banners or flags may be displayed, except the American Flag. Contact the Management Company for display details. Signs, flags, ornamental

lights may not be posted in windows with the exception of Holiday lights during a Holiday.

16. **Noise:** As a matter of neighborly respect and courtesy, the use or creation of any objectionable noise is prohibited after 10PM. No offensive activities may be carried on, upon the Common Elements or in any unit which is an annoyance or nuisance to the other residents of the Association.
17. **Laundry:** No clothes poles, collapsible clothes trees or lines shall be installed or maintained. Decks are not to be used for this purpose.
18. **Units for Sale:** It is the responsibility of all Homeowners to notify the Management Company when intending to sell your unit. Open House signs can be displayed at the front entrance of the development for the day of the Open House and removed at the conclusion of the Open House. Open House signs must be displayed on the inside of the unit.
19. **Rental Restriction on Units:** Homeowners or their representatives shall provide Lessees with a copy of these Rules and Regulations and each notice of intention to lease shall include Lessees signed agreement to comply with same. Failure of the tenant to fully comply with the Rules and Regulations shall constitute a default under the lease. All leases must be a minimum of one (1) year and a copy must be sent to the Management Company. The number of occupants must conform to all the local Governmental laws and Rules for Certification of Occupancy.
20. **General Rules:**
 - a. No solicitation of any type is permitted in the community.
 - b. There shall be no storage of bicycles, tires, garbage receptacles, recycling containers, tools, ladders, or any other materials on, around or near the buildings or on the Common and Limited Common Elements. These items must be stored inside of the unit (garage).
 - c. Firewood may be stored on back patios. Firewood must be stored far enough away from the building not to cause damage or insect infestation. Storage is to be in a suitable firewood rack. Gas and electric cooking grills are permitted and must be at least five (5) feet away from the building exterior at the rear of the unit.
 - d. No external or visible radio or television or any type of communication aerial shall be installed or affixed on or about the exterior of the building. Installation of satellite dishes are allowed after an application is submitted to the management company. Guidelines are available through the Management Company.
 - e. No exterior loud speakers, portable radios, or television sets shall be permitted on the Common Elements.
 - f. Tiki torches, gas pots, fire pits, outdoor fireplaces and chimineas are prohibited within the Community due to potential fire and safety risks.
 - g. Electric generators are not permitted.
21. **Complaints:** Any complaint regarding violations of these Rules and Regulations by any Homeowner or Lessee shall be made in writing on a Complaint Form to the Association acting through its Board or Agent which shall then take such action as it deems advisable. If you feel that someone is in violation of the Rules and Regulations please write to a Board member or the property manager and report the violation. Complaints can also be submitted via the suggestion box near the mailboxes or the contact form on the home page of the website. All calls are confidential.

Homestead Management Services
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