

**HIDDEN MEADOW  
HOMEOWNERS ASSOCIATION  
RULES AND REGULATIONS**

**AS ADOPTED BY BOARD OF DIRECTORS  
APRIL 22, 2009**

REVISED 4/2009

**HIDDEN MEADOW HOMEOWNERS ASSOCIATION, INC.  
RULES AND REGULATIONS**

CARNEYS POINT TOWNSHIP  
PENNS GROVE BOROUGH  
SALEM COUNTY, NEW JERSEY

These Rules and Regulations have been revised and adopted by the Board of Directors of HIDDEN MEADOW HOMEOWNERS ASSOCIATION, INC. at a meeting held on April 22, 2009.

**BACKGROUND**

- A. Association is the organization charged with management of property described on Exhibit "A" attached hereto and made a part hereof situated in Carneys Point Township, and Penns Grove Borough, Salem County, State of New Jersey, (hereinafter referred to as the "Property").
- B. The Association under the terms of its by-laws, is responsible for management of 40 lots, (hereinafter referred to as "Lot" or "Lots"), which shall be developed as single family detached dwellings (hereinafter referred to as "Dwelling or Dwellings").
- C. The Association, in order to insure maximum value for the Lots and the Dwellings constructed thereon, and to further preserve the aesthetic beauty of and insure architectural harmony on the Lots, desires to subject the Owners and their Lots to certain Rules and Regulations as hereinafter provided.

NOW, THEREFORE, the Association, for itself and its members, owners of all Lots in Hidden Meadow, declares that the following rules and regulations shall apply to all Owners, Lots and Dwellings:

- 1. No Dwelling, except those owned by the Declarant under a certain Declaration of Covenants, Conditions and Restrictions duly recorded in the Office of the County Clerk of the County of Salem, (the "Declarant") and used by Declarant for sales, administration, management, construction, maintenance or similar purposes, shall be used for any purpose other than as a private residence.
- 2. There shall be no interference with or obstruction of the right to use and enjoy the easements and rights hereunder.
- 3. The Owner of each Lot shall (1) cause such Lot to be maintained and kept free from rubbish, litter and noxious weeds; (2) cause all shrubs, trees, grass, lawns, plantings and other landscaping upon such Lot to be maintained, cultivated and kept in good condition and repair; and (3) replace dead plants, shrubs, trees, grass or any other landscaping on such Lot with plants, shrubs, trees, grass or landscaping of the same or similar type. No Owner shall interfere with the performance of same.
- 4. Except for one Dwelling, no permanent building or shack shall be constructed, erected, placed or maintained on any Lot. No garage shall be erected on any home for use other than by the homeowner or his immediate family. Any attached garage shall not exceed one story in height, not including the gable height. No garage shall be designed or constructed to accommodate more than four (4) automobiles. Sheds shall be permitted, but must follow the criteria listed below and conform with zoning ordinances of Carneys Point Township and/or Borough of Penns Grove:
  - a. Impact on neighbors -- the structure should not interfere with the visual enjoyment of the surrounding area.
  - b. Topography -- the structure should not interfere with the landscape and natural drainage of the lot and neighboring lots.
  - c. Lot Size -- the structure should not dominate the rear yard area.
  - d. Architectural Style -- sheds must be in keeping with the design, materials, and

architecture of the original structure and the surrounding community. Shed materials can be siding or T-111 (wood) and must match the color of the house siding, be kept in a natural unpainted condition or may be treated with a clear waterproofing material. The roof must match the house roof in color and style.

- e. Size of Structure -- the maximum size of a shed shall be no larger than 10 x 10. If you have an oversized lot or a corner property you may have a larger shed with prior Board approval.
- f. Location of sheds -- sheds should be in the rear of the property and should follow all township and Borough codes/ordinances for placement within property lines.  
**All shed installations require a township permit and must be in accordance with Township and Borough codes/ordinances.**

- 5. No above ground swimming pool shall be constructed or maintained on any Lot, except a child's wading pool not exceeding two (2) feet in height. Notwithstanding anything to the contrary, a single hot tub and/or in-ground swimming pool shall be permitted to be installed on any Lot.
- 6. No building or structure shall be located on any lot closer to the front, side and rear property boundaries than the minimum setbacks shown on the Plan. All buildings and/or structures must be in compliance with all laws, ordinances, rules regulations, and orders of any and all public authority bearing on the performances of the work and shall be in accordance with this Declaration.
- 7. Each owner shall be responsible for the maintenance and repair of the exterior of their Dwelling and shall keep and maintain the exterior in a clean, sanitary and attractive condition and state of repair. Declarant, its agents, workmen and employees may affect emergency repairs to the exterior of the Dwelling or, after notice and failure to cure within a reasonable time, make such other necessary repairs which the Owner has failed to perform and charge the cost of same to the Owner.
- 8. No laundry or other articles of any kind shall be hung out or exposed on any part of the Property nor shall anything be hung, painted or displayed on the outside of the windows or placed on the outside walls or outside surfaces of doors of any Dwelling and no awnings, canopies or shutters (except for those heretofore or hereinafter installed by Declarant) shall be affixed or placed upon the exterior walls or roofs or any part thereof, nor relocated or extended. Notwithstanding the foregoing, Declarant shall have the right to display signs for promotional, sales, exhibit, direction and administrative purposes upon any portion of the Property or within any Dwelling or on any Lot owned by it until the last Dwelling to be constructed on the Property has been conveyed.
- 9. No animals, livestock, fowl or poultry of any kind shall be raised, bred or kept on any Lot, provided, however that a maximum of three (3) dogs, cats or other commonly accepted household pets may be kept on Lot. No such pet shall be allowed to cause or create any nuisance or other unreasonable disturbance. All pets must be licensed, if required by the city, and shall also wear tags evidencing current inoculations against rabies and distemper. Pets shall not be allowed to be kept or to remain outdoors unattended, and shall not be permitted to run loose.
- 10. No obnoxious or offensive activities shall be carried on, in any Dwelling or upon any Lot on the Property, nor shall anything be done, either willfully or negligently which may be or become an annoyance or nuisance to the other residents or which interferes with the peaceful possession and proper use of the Dwelling. All valid laws, zoning ordinances, and regulations of all governmental bodies having jurisdiction over the Property shall be observed.
- 11. No commercial vehicles, disabled vehicles of any kind, trucks with a capacity greater than one-half ton, or any recreational vehicles, including but not limited to boats, trailers, campers, or mobile homes, may be parked on any part of any Lot on the Property, except when kept in a closed garage not visible from outside the garage. This restriction shall not apply to vehicles temporarily on the Property for purposes of servicing the Property itself or one of the Dwellings or

Lots. This restriction shall not apply to Declarant, its employees, agents, contractors, subcontractors or material men. No repairs to motor vehicles of any kind shall be made except in enclosed garages. Unlicensed or undisputed vehicles are prohibited and may be towed at the expense of the Owner of the vehicle. No inoperable automobiles, motorcycles, or motorized vehicles of any kind may be kept on the property for a period in excess of thirty (30) days. Recreational vehicles, including but not limited to Boats, trailers, etc., are not permitted to be parked on any lot for longer than a 24 hour period. Commercial vehicles are restricted to one per driveway.

12. Except by the Declarant or a lender in possession of a Dwelling, no Dwelling shall be utilized for transient or hotel purposes, which shall be defined as rental for any period less than one year; provided, however, that any Owner, including Declarant, may rent a Dwelling for a period of less than one year to contract purchaser.
13. The Association shall have the power to make such rules and regulations as it, in its sole discretion, deems necessary to carry out the intent of the Declaration.
14. Except for non-illuminated Lot number signs on the mail box or at the entrance to a Dwelling, security system signs, or a real estate "For Sale" sign (subject to the following provisions), no sign may be erected or maintained on a Lot or Dwelling. After Declarant has sold all the lots, a single "For Sale" sign may be placed in the front yard of a Lot. The Owner of the Lot shall remove the "For Sale" sign within five (5) days after all contingencies in any Agreement of Sale have been satisfied. No sign in excess of four (4) square feet on one side shall be permitted. Such sign shall be removed within five days after the home is sold.
15. No Owner, or guests or invitees of any Owner, shall picket, display signs, congregate, demonstrate, advertise, publicize, or engage in any disparaging or destructive activities on the Property. Each Owner, by acceptance of a deed to his Lot, shall be deemed to have consented to the entry of a permanent injunction barring activities prohibited by this paragraph.
16. No fence shall be erected within the front yard of any home. No fence shall exceed six (6) feet in height. All fences must be constructed of wood, white PVC, or white or black aluminum tube. A wood fence may be kept in a natural, unpainted condition, or may be treated with a clear waterproofing material. Owners shall be allowed to affix open metal screening to a permitted fence on the interior of the fence. Fences are not permitted to be installed off the front corners of the house without prior Board approval. All other fences must be installed from the middle of the side of the house to the back corners of the house.
17. The restrictions set forth in these Rules and Regulations shall not apply to the Declarant, its agents or employees, during the course of construction of improvements on the Property to the extent that such restrictions would interfere with such construction, or with Declarant's sale or marketing of the Lots and Dwellings.
18. Each Owner shall comply or cause his guests and/or invitees to comply with all law, statutes, ordinances, rules and regulations of federal, state or municipal governments or authorities applicable to use occupancy, construction and maintenance of any of the Dwellings or Lots.
19. Every Owner and his heirs and assigns, vendees and successors in interest shall not interfere with the established grading and/or drainage patterns over his Lot, and shall make adequate provision for proper drainage over his Lot in the event established drainage patterns are changed or altered. For the purpose hereof, "established drainage pattern" is defined as the drainage pattern established at the time the overall grading of the Property, including the landscaping of each Lot, has been completed in accordance with approved plans.
20. Solar panel or mechanical devices may be installed, constructed or maintained on a Lot with prior Board approval.

21. No overhead wires, including telephone, electrical or television cable or otherwise may be constructed on any Lot or cross over any Lot. All portions of such wire not located entirely within the enclosed portion of a Dwelling must be buried beneath the surface of the ground. No radio or television antenna or aerial shall be attached or hung from the exterior of any Dwelling. These items are to be confined to attic areas.
22. Two satellite dishes, not greater than 40" wide, are permitted on a Lot. Although these dishes typically need a clear view to the southwest, the following sequence of satellite dish installation locations must be followed to maintain the aesthetic quality of the community:
  - A. Affixed to the first floor rear of the Dwelling or deck
  - B. Affixed to the second floor rear of the Dwelling
  - C. In the back yard
  - D. Affixed to the first floor side of the Dwelling
  - E. Affixed to the second floor side of the Dwelling
  - F. Affixed to the rear portion of the roof of the Dwelling
  - G. Affixed to the front portion of the roof of the Dwelling
  - H. Affixed to the first floor front of the Dwelling
  - I. Affixed to the second floor front of the Dwelling
23. Trash shall be placed outside not earlier than dusk the night before pickup and removed by 6:00 PM on the day of collection. Trash must be placed in plastic bags inside of containers with closed lids. All trash containers must be stored within the Dwelling, except on pickup days. If trash is disturbed by animals or pets, it is the Lot Owner's responsibility to clean up the mess. Closed lid trash cans are mandatory to prevent trash from blowing throughout the community. Storage of trash cans is permitted in rear or on the side of the Dwelling provided it cannot be seen from the street upon Board approval.

Recyclable materials shall be placed in recycling bins or buckets. Newspapers shall be tied with string or placed in a paper bag.
24. No statues, sculptures, bird baths, replicas, or other objects may be affixed or placed on any Lot. A maximum of 6 statues, sculptures, bird baths, replicas or other objects less than 18" high may be placed in the front yard of any Dwelling. Objects over 18" high must receive prior Board approval before erecting in front yard of Dwelling. Small decorative fencing around flowerbeds is permitted. Awnings are permitted in the rear of the property provided they are not visible from the front and cannot protrude beyond the rear corners of the property. Prior Board approval is required.
25. All grading beneath decks shall be maintained to provide proper water flow from the foundation. Downspouts and sump pump shall be extended to an area outside the deck so that no water is allowed to pond beneath the deck. A homeowner who installs a deck shall assume all liability for grading water infiltration into the rear wall of the Dwelling after the deck is installed.
26. No burning of trash is permitted.
27. A violation of any restriction contained in the Declaration or in these Rules and Regulations may be enforceable by any Lot Owner or by Declarant, its successors and assigns, or Carneys Point Township, or the Borough of Penns Grove.
28. Nothing herein shall obligate the Association to enforce the provisions of these Rules and Regulations and the failure to do so shall not be a waiver of the Association's right to enforce the violation of any restriction.

29. If a majority of the Dwelling owners agree to enforce any provision of this Declaration, each Dwelling owner, other than the Declarant, shall be obligated to share the cost of any enforcement actions, including the payment of the legal fees. The cost of such enforcement actions shall be a lien upon the Lot of each owner other than the Declarant. Each Lot owner, by accepting the Deed for his or her Lot, acknowledges that it is impossible to measure in money the damages which will accrue by reason of their failure to abide by any of the restrictions and covenants and that in the event that legal action would have to be instituted, the Lot owner waives any claim or defense that Declarant has an adequate remedy at law.
30. If any provision of this Declaration is determined to be invalid, that determination shall continue in effect as if the invalid provision had not been included herein.
31. These Rules and Regulations shall become effective upon recording of the Declaration of Covenants, Conditions and Restrictions.
32. Number and gender, as used in these Rules and Regulations, shall extend to and include both singular and plural and all genders as the context and construction require.
33. The Rules and Regulations set forth herein are minimum restrictions and are not intended to supersede any applicable municipal or state laws or regulations that are more restrictive.
34. If you rent or lease your property, you must provide a copy of these rules to your tenant. The homeowner is responsible for ensuring that tenants comply with all rules. A copy of the lease agreement must be supplied to the Association.

**EXHIBIT "B"**

**HIDDEN MEADOW HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL GUIDELINES**

The purpose of these guidelines is to preserve and protect the original aesthetic character and environment of the community. To accomplish this, all exterior additions, modifications or alterations generally shall conform in style, color, and material to the original home and landscaping design. The original theme of natural colors shall be maintained.

**1. ARCHITECTURAL REVIEW PROCEDURES**

A. Planned Exterior Modifications -- The Review process

1. All modifications must be submitted to the Management Company before work begins even if the modifications conform to the Exhibit A, Declaration of Covenants and Restrictions, and even when a similar or substantially identical modification has been previously approved by the Board of Directors
2. An application describing the planned modification must be submitted in writing, using the application form provided by the Management Company. The form to use is "Application Request for Approval of Exterior Modification."
3. The application will contain a description of the project, including all dimensions, elevations, material, color and location. When required, a copy of the homeowner's site plan, showing the position of the proposed alteration, must accompany the application. Photographs or sketches of similar projects will facilitate the review process. All applications must be signed by the homeowner. Unsigned applications will be returned without action. Site plans are required when submitting an application for: awnings; landscaping; perimeter house/patio landscaping around utility boxes; decks (wood or otherwise); exterior lighting; planting area lighting; adding trees; exterior antenna; irrigation system(s); and, enclosing and/or adding a rear porch; adding a fireplace, patio and/or patio extension, gas barbecue, shed, fence, etc. When a permit is required by the Township/Borough, a copy of said permit must be included with the application.
4. The Board will take action on an application within thirty (30) days of receipt. Applications are considered received when received at the Management Company office. An application number will be assigned and the case reviewed. Final determinations will require a majority decision of the Board. If special circumstances require additional time, the applicant will be notified in writing with the reason for delay. In any case, applicants will receive a written determination letter indicating approval or disapproval. The letter will include any pertinent review comments. If the application is rejected, the letter will state the specific reasons for the Board disapproval.
5. Any applicant may appeal decisions of the Board and the Board may reverse or modify decisions with a majority vote.
6. Certain alterations may require additional approval by the County and/or Borough/Township. In each case, all County/Borough/Township approvals must be secured by the homeowner or its designee before any work is undertaken. Building permits are required with this application and a copy of an approved Board application may be required when applying for a permit.

7. Modifications resulting from an approved application must be commenced within six (6) months after Board approval, and must be completed within six (6) months after date of commencement. If not commenced within this time period, the proposal will be null and void and a new application must be made. Construction must be completed as approved; any deviations will be considered a violation.

8. Applications will not be acted upon if the resident is not in good standing, i.e., outstanding violations or unpaid community assessments; such applications will be returned as disapproved.

9. Each resident must obtain Board approval before obtaining a building permit from the Township/Borough.

#### B. Record Keeping

1. Copies of all applications to the Board will be filed according to street address along with the written decision of the Board.

2. There will be a cross-index which groups cases into types for future reference. This index shall be made available, upon request, to any resident of Hidden Meadow. Files are not permitted to be removed from the office under any circumstance.

## **II. ARCHITECTURAL GUIDELINES**

#### A. Additions Changes, Modifications and Alterations of Buildings

##### 1. General

a. Any addition to an existing building, or any exterior modification or change of any existing building, must have the prior approval of the Board. Any construction of the existing building should be reviewed with the Township/Borough, who will determine if a permit is required.

b. Any additional exterior alterations, changes or modifications of an existing building must be compatible with the design character of the original design.

c. Homeowners are responsible for the maintenance of their Lot.

d. In general, only those areas that are painted may be re-painted using the same colors as the original.

##### 2. Materials and Colors

a. Only those exterior materials existing on the parent structure or which are compatible with the architectural design of the Lot will be approved. If re-siding or re-painting doors or shutters, the original siding and door colors must be adhered to. Roofing shingles must be as close as possible to the original type and color.

b. Home exteriors must be maintained in proper condition by replacing worn or damaged materials, including siding, roofing, paint, pavers, etc. All replacements must be the same color scheme as when property was originally delivered by the builder.



3. Awnings/Shutters

a. Awnings are permitted in the rear of the property, not to protrude beyond the rear corners of the property with prior Board Approval. Shutters are not permitted, unless installed by builder.

4. Storm and Screen Windows, Doors and Window Boxes

a. Front storm doors shall be full view glass, ½ and ½ (two panels of glass from top to bottom), or 2/3 (one or two panels of glass from the top to a kick panel at the bottom or no more than 1/3 of the door's height). These doors may include self-storing screens. Glass may have etched or beveled borders. No metal ornamentation is permitted. Half-buck style doors (one glass panel, covering only the top half of the door) are NOT acceptable in the front of the Dwelling. A catalog picture or brochure identifying the storm door type and color needs to be included with the Application.

b. No exterior window guard or screen may be installed without approval.

c. No jalousie windows or doors are permitted.

d. Window boxes are permitted only at the rear of the building. The color of the boxes is to match the exterior building surface color.

5. Swimming Pools

a. No above ground swimming pool shall be constructed or maintained on any Lot, except a child's wading pool not exceeding two (2) feet in height. Notwithstanding anything to the contrary, a single hot tub and/or in-ground swimming pool shall be permitted to be installed on any Lot.

6. Retaining Walls -- Retaining walls or other landscaping structures, change of grade and drainage are not permitted.

7. Carports -- Carports are not permitted.

8. Additions

a. Porches -- Any covered, screened, or sunroom structure may be added to the rear of the house only.

1. All additions such as covered porches, screened porches, and sunrooms are to follow the architectural design established at the time of the building construction by the original builder.

2. The structure shall not interfere with the landscape and natural drainage of the Lot and neighboring Lots.

9. Sheds --Sheds shall be permitted, but must follow the criteria listed below and conform with zoning ordinances of Carneys Point Township and/or Borough of Penns Grove:

a. Impact on neighbors -- the structure should not interfere with the visual enjoyment of the surrounding area.

b. Topography -- the structure should not interfere with the landscape and natural drainage of the lot and neighboring lots.

- c. Lot Size -- the structure should not dominate the rear yard area.
- d. Architectural Style -- sheds must be in keeping with the design, materials, and architecture of the original structure and the surrounding community. Shed materials can be siding or T-111 (wood) and must match the color of the house siding, be kept in a natural unpainted condition or may be treated with a clear waterproofing material. The roof must match the house roof in color and style.
- e. Size of Structure -- the maximum size of a shed shall be no larger than 10' x 10'. If you have an oversized lot or a corner property you may have a larger shed with prior Board approval.
- f. Location of sheds -- sheds should be in the rear of the property and should follow all township and Borough codes/ordinances for placement within property lines.

10. Garages

- a. Except for one Dwelling, no permanent building or shack shall be constructed, erected, placed or maintained on any Lot. No garage shall be erected on any home for use other than by the homeowner or his immediate family. Any attached garage shall not exceed one story in height, not including the gable height. No garage shall be designed or constructed to accommodate more than four (4) automobiles.

11. Animal enclosures -- No outdoor animal enclosures, runs, houses or pens are permitted.

12. Barbecues -- Applications for permanent Gas barbecues must be submitted and approved by the Board prior to installation. A site plan showing the location of the barbecue must accompany the application.

13. Fences -- No fence shall be erected within the front yard of any home. No fence shall exceed six (6) feet in height. All fences must be constructed of wood, white PVC, or white or black aluminum tube. A wood fence may be kept in a natural, unpainted condition, or may be treated with a clear waterproofing material. Owners shall be allowed to affix open metal screening to a permitted fence on the interior of the fence. Fences are not permitted to be installed off the front corners of the house without prior Board approval. All other fences must be installed from the middle of the side of the house to the back corners of the house.

14. Patios and Decks -- Patios and decks are generally permitted provided they meet the following specifications and the Application includes a site plan showing the location of all construction:

- a. Natural stain is preferred or color stain if harmonious with the exterior dwelling color.
- b. Rear porches, patios and decks, including steps shall not extend beyond the sides of the building.
- c. Above ground decks must have evergreen shrubs around the perimeter, tall enough to cover the deck flooring.

15. Clotheslines -- Clotheslines are not permitted.

16. Satellite Dish -- Two satellite dishes, not greater than 40" wide, are permitted on a Lot. Although these dishes typically need a clear view to the southwest, the following sequence of satellite dish installation locations must be followed to maintain the aesthetic quality of the community:

- A. Affixed to the first floor rear of the Dwelling or deck
- B. Affixed to the second floor rear of the Dwelling
- C. In the back yard
- D. Affixed to the first floor side of the Dwelling
- E. Affixed to the second floor side of the Dwelling
- F. Affixed to the rear portion of the roof of the Dwelling
- G. Affixed to the front portion of the roof of the Dwelling
- H. Affixed to the first floor front of the Dwelling
- I. Affixed to the second floor front of the Dwelling

17. Property Ornamentation

- a. Definition: Property ornaments shall be defined as non-living outdoor decorations.
- b. A maximum of 6 statues, sculptures, bird baths, replicas or other objects under 18" high may be placed in the front yard of any Dwelling. Objects over 18" high must receive prior Board approval before erecting in front yard of Dwelling. Small decorative fencing around flowerbeds is permitted.
- c. Artificial flowers, shrubs and trees are prohibited. One (1) wreath is permitted on the front door.
- d. Holiday decorations may be displayed thirty (30) days before and must be removed no later than two (2) weeks after the holiday.

18. Lighting

- a. Exterior lighting shall not be directed in such a manner as to create an annoyance to neighbors.
- b. Landscape lighting is allowed within the planting areas that surround the house. The lighting must be low voltage/wattage in type and shall not exceed ten (10) inches in height.

19. Signage

- a. Except for non-illuminated Lot number signs on the mail box or at the entrance to a Dwelling, security system signs, or a real estate "For Sale" sign (subject to the following provisions), no sign may be erected or maintained on a Lot or Dwelling. After Declarant has sold all the lots, a single "For Sale" sign may be placed in the front yard of a Lot. The Owner of the Lot shall remove the "For Sale" sign within five (5) days after all contingencies in any Agreement of Sale have been satisfied. No sign in excess of four (4) square feet on one side shall be permitted

20. Window Coverings are required on all functioning windows (not including the foyer decorative window) that are street or neighbor-facing windows. No newspapers, sheets or broken blinds or other materials are permitted on windows.

21. All mulched areas must be kept free of weeds.

22. Anyone requesting to store a POD {a POD is a temporary storage box } on their property for a short period of time must first obtain Board approval.

### **III. PROCEDURES FOR MONITORING ARCHITECTURAL COMPLIANCE**

#### **1. Inspections**

- a. The Board, or its assignee/s shall periodically survey the properties for compliance with these architectural standards.
- b. The Board, or its assignee/s shall inspect properties at the completion of improvements to verify compliance with the architectural standards. When satisfied that the conditions set forth in the application have been met, the Board shall issue a Certificate of Approval to the property owner, initial and date the original application indicating final approval, and the original application shall be placed in the property file.

#### **2. Violations to Standards**

- a. When there is a violation of the standards, the property owner shall be notified in writing requesting the property owner to abide by the standard.
- b. If no response (including correction of the violation) is received in the Association office within (10) calendar days after the normal mailing notice was sent, a second notice will be mailed, by certified mail, return receipt requested, asking for the homeowner to abide by the rule or regulation.
- c. If no response (including the correction of the violation) is received in the Association office within ten (10) calendar days after the certified mailing, the violation will be held over for implementation of fines as defined in Exhibit "C: procedure for Enforcement of Rules and Regulations." Exhibit C also governs the appeal process.

### **IV. CLOSING STATEMENT**

1. Any and all requests for architectural additions or alterations to the existing building and/or property, stated or not stated in these Architectural Guidelines, must be submitted and approved prior to any installations. If not in compliance with these rules, the property owner will be subjected to remedies deemed appropriate by the Board.
2. The Board recognizes that all enhancements cannot exhaustively be identified in this brief document, and welcomes residents to submit requests.

**EXHIBIT "C"**  
**PROCEDURE FOR ENFORCEMENT OF RULES AND REGULATIONS**

**FINE SCHEDULE**

When a rule violation is noted a rule violation will be sent to the homeowner advising them of the violation.

**WARNING**

An initial warning will be provided to the homeowner, with no fine assessed.

**1<sup>ST</sup> VIOLATION**

After a warning is issued, if the situation is not corrected, a violation will be issued to the homeowner with **a fine of \$100.00 applied.**

**2<sup>ND</sup> VIOLATION**

After a fine and violation have been issued and the situation is not corrected, a second violation will be issued to the homeowner with **an additional fine of \$150 assessed.**

**3<sup>RD</sup> VIOLATION**

After a second violation has been issued and the situation is not corrected, a third violation will be issued to the homeowner with **an additional fine of \$200 assessed.**

**LEGAL ACTION**

All violations must be corrected within TEN days and fines paid within that timeframe.

Fines for grass cutting or lawn maintenance will be billed to the homeowner for the cost of service plus administration, **in addition** to the fine. Violations for grass cutting and lawn maintenance must be corrected immediately and will not have ten days to comply.

**Fines for not cleaning up after pets or unleashed pets roaming the community will not have a prior warning and will immediately be fined. It is a Township and State Law that you must have pets leashed and that you must clean up after pets and all homeowners should be aware of this. Therefore, these violations will result in an immediate \$100 fine.**

**If a warning has been issued for a specific violation and this same violation is repeated in the future, you will not receive another warning, but will proceed to the next stage of violation and fining.**

Fines are payable to Hidden Meadow Homeowners Association. If a fine remains unpaid, the Board may pursue any and all legal means to collect the fine. Legal fees and court costs incurred in such attempt shall be payable and are the responsibility of the homeowner. If a property is rented, the homeowner is responsible for ensuring that the tenant follows all rules and regulations. The homeowner may collect fines from the tenant; however, the Board will collect from the Landlord, not the Tenant.

## EXHIBIT "C"

### APPEAL PROCESS

#### ARBITRATION PROCESS

The Association has instituted a process to resolve grievances, dispute violations, etc. Any homeowner may request a review of their issue by an Arbitration Committee. You have the right to dispute any charges against you. You must notify the Property Manager of your decision to dispute the charges against you within seven days of notice of the rule violation.

The Property Manager notifies the Arbitration Committee and schedules a meeting between the Arbitration Committee, Property Manager, and representatives of the Board of Directors and you. The Arbitration Committee will consist of three volunteers from other Association Boards. The Arbitration Process will take place at a neutral location.

You will be given the opportunity to present reasons why this violation is unjustified. Please forward all pertinent documentation to the Property Manager for dissemination to the Arbitration Committee. The Arbitration Committee will be permitted to ask questions of all persons present. After all of the facts have been heard, the meeting will be adjourned.

The Arbitration Committee may make recommendations at the meeting to try to facilitate a mutually acceptable resolution to the issue. If this is not successful, the Arbitration Committee will render a recommendation within one week in writing to all parties.

# HIDDEN MEADOW HOMEOWNER ASSOCIATION

Application Number: \_\_\_\_\_

## APPLICATION FOR REQUEST FOR APPROVAL OF EXTERIOR MODIFICATIONS

HOMEOWNER (Print Name) \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOUSE COLOR: \_\_\_\_\_ DOOR COLOR: \_\_\_\_\_ SHUTTERS COLOR: \_\_\_\_\_

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### INSTRUCTIONS

Proper completion will expedite processing of application. Incomplete applications will be returned without approval; therefore, it is suggested that you review documents before filling out the application. Some applications must include a **COPY OF THE PROPERTY PLOT PLAN** (issued to homeowner at settlement), showing location and dimensions of the proposed improvements. **PROPERTY MODIFICATIONS SHALL NOT BE STARTED UNTIL APPROVAL HAS BEEN OBTAINED.**

Work **MUST BEGIN WITHIN SIX (6) MONTHS** of application approval. If work is not started within six months of approval, this application will become null and void. **IT IS THE HOMEOWNER'S RESPONSIBILITY TO OBTAIN ALL NECESSARY BUILDING PERMITS FROM THE TOWNSHIP/BOROUGH AND PROVIDE A COPY OF SAME TO THE MANAGEMENT COMPANY.**

Please attach any additional sketches and/or pictures that will help with the review and approval of this application.

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### DESCRIPTION OF IMPROVEMENTS

Check appropriate box or boxes. ITEMS WITH ASTERISK (\*) REQUIRE PLOT PLAN SUBMISSION

- |   |  |
|---|--|
| <input type="checkbox"/> STORM DOORS    | <input type="checkbox"/> WINDOW BOXES                  |
| <input type="checkbox"/> SWIMMING POOL* | <input type="checkbox"/> PORCH*                        |
| <input type="checkbox"/> SUNROOM*       | <input type="checkbox"/> SHED*                         |
| <input type="checkbox"/> GARAGE*        | <input type="checkbox"/> BARBECUE*                     |
| <input type="checkbox"/> PATIO/DECK*    | <input type="checkbox"/> SATELLITE DISH*               |
| <input type="checkbox"/> LIGHTING*      | <input type="checkbox"/> INSTALLATION OF TEMPORARY POD |
| <input type="checkbox"/> SOLAR PANEL    | <input type="checkbox"/> OTHER*                        |

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Detailed Description (include material sample, color, type, dimensions, and/or brochures):

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### ACKNOWLEDGEMENT:

I/We (homeowner) hereby acknowledge, accept and agree that the aforementioned modifications would be performed in total compliance with the defined Architectural Guidelines and will upon completion, be

subject to review and acceptance by the Board. In the event said modifications are determined not to be in accordance with the Architectural Guidelines, I/We (homeowner) will remove said modifications, in order to comply with the Architectural Guidelines. I/We (homeowners) further acknowledge that we will remedy ~~complete~~ the appropriate violations within thirty (30) days of written notification. In the event, I/We (homeowner) do not comply with the Architectural Guidelines after thirty (30) days notification; I/We (homeowner) accept any action the Hidden Meadow Homeowners Association Board of Directors imposes for corrective action at our expense.

**HOMEOWNERS ACKNOWLEDGEMENT OF RESPONSIBILITIES AND LIABILITIES:**

Hidden Meadow Homeowners Association Board approval of application is valid to the extent that such approval complies with the Hidden Meadow guidelines. The homeowner assumes full responsibility for any adverse effects on drainage caused by any new construction and will not hold the Hidden Meadow Homeowners Association or the Management Company responsible as it relates to the approval of the application.

I/We owner's of the above property, do hereby acknowledge that any exterior improvements to my/our property such as, but not limited to storm doors, window boxes, swimming pool, porch, sunroom, shed, garage, barbecue, patio/deck, and satellite dish will comply with the Hidden Meadow guidelines, and approvals, as well as any Township/Borough requirements as it relates to this application. Improvement to my property will not affect any engineering design relating to but not limited to drainage or any neighboring property. If any of the above-stated requirements are not adhered to, I/We (homeowner) take full responsibility to correct any such conditions as Hidden Meadow and or Borough/Township determines to be the action for the remedy.

**ACKNOWLEDGED AND ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_**  
**HOMEOWNER'S SIGNATURE**

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♣♣♣♣♣♣Do not write below this line -- for Board use only♣♣♣♣♣♣

Review Date: \_\_\_\_\_  APPROVED  NOT APPROVED

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BOARD SIGNATURE:**

\_\_\_\_\_

(PRINT AND SIGN NAME)

**ARCHITECTURAL INSPECTION**

DATE INSPECTED: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

CERTIFICATE OF APPROVAL ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_