

# TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

*Revised October 4, 2024*

## **I. Definitions**

## **II. Rules and Regulations Table of Contents**

- 1. Alcohol**
- 2. Business**
- 3. Census Forms**
- 4. Collection Policy**
- 5. Conduct of Guests**
- 6. Exterior Appearance**
- 7. Exterior Alterations**
- 8. Fireplaces, Fire pits and Chimneys**
- 9. Flags**
- 10. Grills**
- 11. Heat**
- 12. Hose Bibs and Exterior Spigots**
- 13. Holiday Decorations**
- 14. Insurance**
- 15. Kerosene Heaters**
- 16. Landscaping, Planting and Gardening**
- 17. Motor Vehicles and Parking Policy**
- 18. Noise Control**
- 19. No Partition**
- 20. Obstructions**
- 21. Offensive Activities**
- 22. Patios and Balconies**
- 23. Pets**
- 24. Pool Rules**
- 25. Private Residence**
- 26. Property Taxes**
- 27. Recreational Use of Common Elements**
- 28. Repairs and Common Maintenance**
- 29. Residential Leasing Policy**
- 30. Satellite Dishes**
- 31. Snow Removal and De-icing Treatments**
- 32. Structural Changes**
- 33. Transfer**
- 34. Trash and Recycling**
- 35. Unlawful Use**
- 36. Use**
- 37. Utilities**
- 38. Walkways**
- 39. Window Coverings**
- 40. Working Capital**

# TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

## **III. Violation Information, Procedures and Enforcement of the Rules and Regulations**

### **I. DEFINITIONS**

**CONDOMINIUM** – Refers to the entire complex of Timber Glen.

**UNIT** – That portion of a condominium which is individually owned.

**COMMON AREA** – All of the areas and facilities which comprise Timber Glen and are exterior to the units including, but not limited too: lawns, trees, landscaping, streets, roadways, roofs, building exteriors, clubhouse, pool, tennis courts, bike path.

**LIMITED COMMON AREA** – Sidewalks leading up to the individual units, porches, patios and balconies.

**EFFECTIVE DATE** – These Rules and Regulations of the Timber Glen Condominium Association shall be effective on **October 4, 2024**. Violations of these Rules and Regulations which exist on or after that date will be subject to fines and penalties as set forth in this document.

### **II. RULES AND REGULATIONS**

1. **ALCOHOL** – The consumption of Alcoholic beverages is banned from all streets, walks and **common property** owned by Timber Glen Condominium Association. Residents may partake of or serve alcoholic beverages on their exclusive easement, front and/or rear porch and unit interior only. Brown bagging of alcoholic beverages is also banned in the development.

The fine for violation of this regulation shall be \$25.00 per incident.

2. **BUSINESS** – No business, trade or profession shall be conducted in any Unit.

The fine for violation of this regulation shall be \$25.00 per day until the violation ceases.

3. **CENSUS FORMS** – The Association requires that each homeowner and tenant complete and return an updated census form yearly. This form will be electronically shared to each Unit Owner in January and must be returned by March 10th. In case of a tenant, owners must provide a tenant census form to the Association as part of the Lease Approval Package in accordance with Timber Glen's policy on the rental of Units. Residents who do not return their completed census forms may be fined and or denied the right to use the pool and other common areas.

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

The fine for violation of this regulation shall be \$50.00 monthly until the violation ceases.

4. **COLLECTION POLICY** – Association fees are due monthly on the first of each month, with or without notice. After a ten (10) day grace period, a late charge in the amount of \$25.00 shall be assessed to outstanding accounts. If an account becomes 60 days past due, a notification will be mailed to the homeowner providing a deadline for payment of no more than 14 days. If payment is not received by the deadline set forth, the Association shall turn the account over to a collection's attorney for legal action the owner will be responsible for all attorney fees. The Association reserves the right to rescind/revoke access to the pool and parking privileges for owners, their guests or tenants with delinquent accounts.

5. **CONDUCT OF GUESTS** – Owners are responsible for the conduct of their guests, tenants and tenant's guests and for all injury or damage to persons or property caused by the conduct or acts of such guests. Owners will be responsible financially beyond the fines.

The fine for violation of this regulation shall be \$50.00 per incident.

6. **EXTERIOR APPEARANCE** - The owner and/or occupant of each Unit, regardless of type shall not cause or permit to be hung or displayed on the outside of windows or placed on the outside windowsills, walls or balconies, of any building or in any parking areas the following:
- a. Any clothes, sheets, laundry of any kind or other similar articles.
  - b. Clotheslines are not permitted in the Association property.
  - c. No rugs or other things shall be dusted, beaten or cleaned from the window or against any exterior portion of the building. No garments, rugs, blankets or other things or articles shall be hung from exterior windows, balconies and/or the building.
  - d. No awnings, grills, balcony enclosures, screen doors, fences, canopies, shutters, or radio or television antennae or satellites shall be erected or installed in or upon the Common Elements or any part thereof without the prior written consent by the Board.
  - e. No exterior loudspeakers shall be permitted.
  - f. No unshielded flood lights shall be installed in any exterior area of any Unit or any balcony, patio or terrace appurtenant thereto without the

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

express written permission by the Board. Motion detection lights are allowed as part of the existing porch/patio light.

- g. Unit Owners/occupants shall not have the right to paint or otherwise decorate or change the appearance of any portion of the exterior of the building or any parking area.
- h. OTHER OUTDOOR DÉCOR – Chimes, bird feeders and other exterior ornamentation may be hung and displayed on shepherds' hooks on the limited common areas adjacent to the Unit.
- i. Additionally, **large** garden statues, large gazing balls, and large decorative signs, banners or flags are not permitted.
- j. Within a unit's garden, small garden statues (not over 18 inches), small gazing balls (size of a baseball) small decorative signs, small banners and small flags (all not larger than 20 inches) are permitted.
- k. Small white twinkle lights in gardens are permitted. Small white string deck lights (no larger than 2 inches) are permitted however none of these lights can be in a permanent nature. All lights must be white, no colors, exception are the holidays.
- l. The Association is not responsible for any damages to exterior décor, any decor used in flower gardens and ornamentations by itself or its contractors.
- m. All unit porches, balconies and exteriors must be maintained in a well-manicured display. Trash bags must be in the trash cans, bags of recycling in recycle container. Excess bags and paraphernalia that would be considered junk or does not fit in trash/recycle containers must be removed.

The fine for violation of this regulation shall be \$50.00 per day until the violation ceases.

7. EXTERIOR ALTERATIONS - No Unit Owner or occupant shall attach, build, plant or maintain any matter or thing upon, in, over or under the Common Elements without the prior written consent of the Board unless permitted by the Rules and Regulations. Applications for exterior change must be submitted and approved before any work can begin. Applications are available at the office.

The fine for violation of this regulation shall be \$50.00 per day until the violation ceases.

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

8. FIREPLACES, FIRE PITS AND CHIMINEA – No owner or occupant shall burn, chop or cut anything on, over or above the Common Elements. Wood for wood burning fireplaces may not be stored on any common elements including any limited common elements (i.e., Patios, Walkways or Balconies).

The fine for violation of this regulation shall be \$15.00 per day until the violation ceases.

9. FLAGS – No flags or banners may be displayed within Timber Glen subject to the following exceptions:
- a. Small American Flags may be displayed in flower beds.
  - b. Larger American flags may be displayed in a free-standing base on the patio or balcony. No wall attachment to display your flag.

The fine for violation of this regulation shall be \$25.00 per day until the violation ceases.

10. GRILLS –
- a. **Propane gas containers and Propane Gas Grills ARE NOT PERMITTED to be STORED or USED anywhere WITHIN the Timber Glen Condominium Association.**
  - b. Charcoal grills and electric grills are permitted but may not be used on any balcony and must be operated at least five (5) feet away from any wall.
  - c. When not in use, charcoal and electric grills may be STORED on your balcony or patio. They are not permitted to be stored on the common area or under trees or flower beds.
  - d. Electric Grills must be UL Listed and approved for outdoor use.

The fine for violation of this regulation shall be \$250.00 per day until the violation ceases.

11. HEAT – At all times the interior temperature of a Unit must be maintained at a temperature of at least 55 degrees Fahrenheit. In the event that the temperature in any unit is less than 55 degrees Fahrenheit, the Association shall have the right to enter the Unit and to take such steps as are necessary to increase the temperature to at least 55 degrees and the Unit Owner shall be responsible for the cost and expense of same. Should any damage result to other Units or to the Common Elements as a result of a Unit Owner's failure to properly maintain the

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

temperature in his/her unit, that Unit Owner shall be held financially responsible for said damage.

12. HOSE BIBS AND EXTERIOR SPIGOTS - Exterior spigots and hose bibs are common property and available to all unit owners to use. Residents in those Units with hose bibs and accessible shut off valves must turn off the water to the hose bibs by October 1st of any given year and take adequate measure(s) to winterize the connecting pipes and hose bibs. Units with hose bibs and inaccessible shut off valves must take reasonable care to insulate and/or winterize their hose bibs by October 1<sup>st</sup> and to disconnect any hoses. Unit owners shall be financially responsible for any damage caused by a broken, burst or frozen pipe or hose bib which was not shut off or properly winterized.
13. HOLIDAY DECORATIONS- Holiday decorations may be seasonally displayed. No holiday decorations of any kind may be attached to the common elements. No decoration may block any sidewalk, path, walkway, or any part of the common elements. No musical decorations may be displayed or used on the outside of any unit. The Association is not responsible for any damage to exterior decorations by itself or its contractors. Additionally, the following applies:
  - a. HALLOWEEN – Decorations for Halloween may be displayed from October 15th through November 5th.
    - i. Decorations must be in keeping with the traditional spirit of Halloween.
    - ii. No distasteful or offensive decorations may be displayed.
    - iii. No bales of hay or corn stalks may be displayed.
  - b. DECEMBER HOLIDAYS – Decorations for the holidays celebrated during the month of December may be displayed November 24th through January 15th.
    - i. Wreaths may be placed on exterior doors using magnets or regular wreath hangers. Drilling into the door is not permitted.
    - ii. Exterior lighting may be used, provided that it is UL-approved. This lighting must have been manufactured for exterior use and, if an extension cord is used, it must also be UL-approved for exterior use. Holiday lights may be illuminated between the hours of 5 P.M. and 11 P.M. only.
    - iii. All decorations must be in keeping with the traditional spirit of the holidays.

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

The fine for violation of this regulation shall be \$25.00 per day until the violation ceases.

14. **INSURANCE** – Nothing shall be done or kept in any Unit or in or upon the Common Elements which will increase the rates of insurance or cancel such insurance.
- a. The Association’s Master Insurance Policy is limited to the common elements and does not include the interior of the condominiums. Owners are responsible for everything within the structure including drywall, finishes, appliances, and improvements. Owners are also responsible for any mechanical or plumbing system which services the unit exclusively.
  - b. Owners are required to purchase and maintain insurance to cover liability, personal property, and external living expenses. For more information, please refer to your Master Deed
  - c. Master Policy Certificates of Insurance may be obtained by contacting the Association’s Agency: Insurance Agencies Inc., Adam Miller at (609) 646-1000

The fine for violation of this regulation shall be \$100.00 per day until the violation ceases.

15. **KEROSENE HEATERS – As per the NJ Department of Community Affairs, residents may not store or use a kerosene heater in any multi-dwelling unit. Storage of any flammable liquid or use of a kerosene heater within any unit in Timber Glen is forbidden.**

The fine for violation of this regulation shall be \$250.00 per day until the violation ceases.

16. **LANDSCAPING/PLANTING/GARDENS** – The Association maintains the common areas including all turf areas and common gardens. Pruning or trimming of bushes and shrubs is included in the maintenance contract to be done twice a year. Limited fertilizer, herbicide and pesticide treatments are applied too limited common gardens or foundation gardens.
- a. The Association grants its approval and consent to all Unit Owners to display or install plants either in containers or in the ground adjacent to their Unit, provided:
  - b. That all in-ground plants are placed within existing mulched areas and also sufficiently removed from the lawn to allow mowing and maintenance of the grass. All homeowners that have expanded to the common areas

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

with gardens must be maintained by said homeowner and the area is no longer the responsibility of the Association. If the unit is sold the new homeowner is responsible for the gardens.

- c. That all plants in containers and/or in the ground planted by the Unit Owners are maintained in good condition by the Unit Owner, including removal of weeds, watering, spraying, etc.
- d. That any dead or dying plants are removed and disposed of by the Unit Owner; and that all pots or planters containing dormant plants or dead plants are removed from view.
- e. No vegetable gardens are permitted anywhere in Timber Glen.
- f. Black plastic edging is approved for use around mulched areas and/or flower beds adjacent to the building. The use of other types of edging requires prior written consent of the Board.
- g. Residents are not permitted to fertilize or mow the common area.
- h. Residents are permitted to water lawns before 10 a.m. and after 5 p.m. for a maximum of two (2) hours per day.

The fine for violation of this regulation shall be \$25.00 per day until violation ceases.

17. MOTOR VEHICLES – The following rules are enforceable by the Timber Glen Condominium Association Board of Directors, its designee, and the local Police Department since Timber Glen is covered by N.J.S.A. Title 39:
- a. Mobile homes, recreational vehicles, unlicensed off-road all-terrain vehicles, or commercially registered vehicles larger than a pick-up truck or having more than four (4) wheels are prohibited from parking in Timber Glen, except those vehicles temporarily within the Condominium for the purpose of servicing or construction of the Condominium itself or one of the Units with the written consent of the Board.
  - b. Any vehicle over 22 feet in length is prohibited from parking in Timber Glen.
  - c. Any vehicle with an overhanging ladder which extends onto the sidewalk, or street, is prohibited from parking in Timber Glen.
  - d. Minibikes, mopeds or any motorized vehicle will not be allowed in common areas (sidewalks, lawns, patios, etc.). Motorcycles must be parked in a

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

parking space. No Minibikes, mopeds or motorized vehicle can be parked on your patio/balcony.

- e. No resident of Timber Glen may drive on Timber Glen property without a license, registration and insurance coverage. All vehicles operated within Timber Glen must be licensed and insured and comply with NJ State Vehicle Codes. Vehicles with expired registrations and inspection stickers will be towed anytime after 60 days of expiration.
- f. Vehicles shall be parked only in designated areas provided for that purpose between the white lines. Vehicles must not block parking spaces. Parking on the street is not permitted.
- g. Each unit has one reserved parking space. You may park up to two (2) vehicles in your court at any one time, depending on availability of visitor parking spaces; additional vehicles must be parked at the Association Clubhouse parking lot.
- h. Each unit will be issued two (2) parking permits. All resident vehicles must bear a transferable parking permit, the hang tag should be placed on the rearview mirror while in a parking spot.
- i. The cost to replace a lost parking permit shall be \$25.00. Residents and/or their tenants using a parking permit that was reported lost or deemed invalid shall be fined and the permit confiscated.
- j. Photo I.D. is required to obtain parking permits. Renters must also present a current, approved lease agreement.
- k. No vehicle may be parked overnight in any parking area of the condominium unless they have a valid Timber Glen parking permit or unless Management has been notified and a temporary visitor pass has been issued. "Overnight" is defined as 12:00 am (midnight) and 7:00 am.
- l. Parking spaces may not be used for storage. Only working vehicles may use these spaces. Trailers are not permitted.
- m. No motor vehicle repairs of any kind except for the repair of a flat tire shall take place on any portion of Timber Glen property. All flat tire repairs must be completed within 24 hours, or the vehicle is subject to ticketing and/or towing. No petroleum products are to be disposed of on Timber Glen property or in any sewer system within Timber Glen. Vehicles that are leaking any type of automotive fluids must be immediately removed from the property; clean up is the responsibility of the vehicle's owner

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

- n. Under no circumstances may a vehicle be left on blocks, jacks, etc. without the owner present. This is a violation of New Jersey State Statute Title 39 and the Association Rules and Regulations. The vehicle may be ticketed by the local Police Department and fines/penalties may be levied against the Unit Owner by the Association.
- o. Parking permits and privileges can be rescinded/revoked by the Board when any of the following occur:
  - i. Permit is obtained under false pretenses.
  - ii. Upon expiration of a lease agreement.
  - iii. A unit owner is delinquent.
  - iv. Repeated covenant and regulation violations.
- p. Vehicles in the following categories are subject to immediate towing:
  - i. Vehicles illegally parked in reserved spaces.
  - ii. Abandoned, unregistered vehicles, or inoperable vehicles.
  - iii. Any vehicle parked that blocks another vehicle or prevent ingress or egress from or to another parking space or street.

The fine for any violation of the motor vehicle/parking regulations shall be \$100.00 per day until the violation ceases.

18. **NOISE CONTROL** – Unit occupants shall exercise extreme care to avoid making (or permitting to be made) loud or objectionable noises and in using, playing or permitting the use of any radio, phonograph, television, musical instrument, amplifiers or any other instrument or device in such manner as may disturb or tend to disturb other unit occupants. Residents should request anyone coming to pick them up on a regular basis not to honk their car horn as a signal. Car alarms must be silenced immediately. **Residents are encouraged to report violations of this noise rule first to the Police Department and then to the Timber Glen office.**

The fine for violation of this regulation shall be \$15.00 per incident.

19. **NO PARTITION** – Subject to the provisions of the Master Deed and Certificate of Incorporation and By-Laws and the New Jersey Condominium Act, the Common Elements shall remain undivided, and no Unit Owner(s) shall bring any action for partition or division thereof. In addition, the Percentage Interest in the Common Elements shall not be separated from the Unit to which it appertains and shall be deemed conveyed or encumbered with the Unit even though the Percentage Interest is not expressly mentioned or described in the conveyance of another instrument.
20. **OBSTRUCTIONS** – There shall be no obstruction of the Common Elements, nor shall anything be temporarily or permanently placed upon, stored in or affixed to

# TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

the Common Elements without the prior written consent of the Board or unless expressly permitted by the Rules and Regulations.

The fine for violation of this regulation shall be \$25.00 per day until the violation ceases.

21. OFFENSIVE ACTIVITIES – No noxious or offensive activities shall be carried on, in or upon the Common Elements or in any Unit nor shall anything be done therein either willfully or negligently which may be or become an annoyance or nuisance to the other residents of the Condominium.

The fine for violation of this regulation shall be \$50.00 per incident. Second offense will be a fine of \$100.00 and on the third offense parking and pool privileges will go into effect.

22. PATIOS/BALCONIES – Patios and balconies may only be used for patio related furniture items, charcoal and electric grills and the storage of bicycles and trash containers where necessary. Storage of boxes, ladders, tires, tools, play equipment or other such items is not permitted.

Unit owners are permitted, at their expense and liability, to extend their patios to double the original size. Expansions may be either concrete or paver installations. An application for exterior change must be submitted and approved prior to any work being done. Please refer to rule 7. Applications are available at the office.

The fine for violation of this regulation shall be \$25.00 per day until the violation ceases.

23. PETS – No animal, livestock or poultry of any kind will be raised, bred or kept in the Common Elements.

- a. Dogs, cats or other household pets are permitted, not to exceed two (2) in the aggregate per Unit, or to exceed a 30-pound adult weight limit (dogs only), provided that they are not dangerous and are not kept, bred or maintained for any commercial purpose, and that they are housed within the Unit. Owners with more than two pets may keep their pets subject to the following limitation:
- b. Upon the loss or expiration of any pet, the unit owner may replace said pet so long as it does not make the total number of pets more than 2 in the aggregate. For example, if you now have three (3) pets and one dies you will not be permitted to replace that pet. The fine for violation of this rule shall be \$15.00 per day until the violation ceases.

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

- c. No outside dog pens, yards or runs will be permitted. Any pet causing or creating a nuisance or unreasonable disturbance will be permanently removed from the property upon ten (10) days written notice from the Association. All dogs, cats and similar animals will be leashed at all times and will not be allowed to roam free. It will be the responsibility of the animal owner to clean up any excrement or debris left or caused by the animal and to prevent the animal from damaging lawns, trees or shrubs owned by the Association or other Unit Owners. No resident will chain an unattended pet anywhere within the Condominium complex, e.g., patio, balcony. The fine for violation of this rule shall be \$15.00 per day until the violation ceases. Additionally, unit owners will be financially responsible for repair of pet-caused damages.
  - d. New residents of Timber Glen must register their pets with the Condominium Association within 10 days of move in and must present Proof of Rabies Vaccination in order to register said pet. Pets who have not been vaccinated against Rabies are not permitted in Timber Glen. The fine for violation of this rule shall be \$15.00 per day until the violation ceases.
  - e. **Dogs may be walked only on the east (inside) side of Timber Glen Drive on the grass between the walking path and Timber Glen Drive. All solid waste must be cleaned up; violations will result in immediate fines and a complaint will be filed with the Hamilton Township Police Department. Continued violations will result in the loss of parking privileges within the Association. The fine for violation of this rule shall be \$50.00 first occurrence, \$100 second occurrence, third occurrence will be \$200 and loss of parking privileges - permanently.**
24. POOL RULES – These rules apply to everyone using the Pool and Pool Facilities. Failure to abide by these rules will result in a loss of pool privileges.
- a. Vandalism of any pool property including but not limited to furniture, bathrooms, or grounds will result in a \$100 punitive fine in addition to any remediation expenses and loss of pool privileges.
  - b. Pool tags must be worn at all times in pool area.
  - c. Guests must be accompanied by a resident at all times.
  - d. Owner must be current and in good standing for use of facilities by member, guests or tenants.

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

- e. Use of audio equipment requires headphones. Use of non-battery-operated audio equipment is prohibited.
- f. Glass, pets, bikes, balls, Frisbees, toys, jumping, diving, running, pushing, shouting and abusive language within the pool area are prohibited.
- g. Baby flotation aids, i.e., baby swim seats and arm bands (“swimmies”) are allowed. No rafts or inner tubes are allowed in pool area at any time.
- h. All trash and cigarette butts, etc., must be disposed of in the appropriate containers or taken with the person when leaving the pool area. Smoking is allowed at the back fence line within the pool area.
- i. The use of alcohol and drugs within the pool area is prohibited and any person appearing to be under the influence of drugs or alcohol will be denied entry to the pool area.
- j. A person with a cold, skin irritation, or open wound will not be permitted to use the pool.
- k. Any injuries sustained on premises must be reported to the lifeguard immediately and an accident report must be filed immediately.
- l. Proper bathing attire is required; no cutoffs or street clothes are permitted in the pool.
- m. Hair which is shoulder length or longer must be tied back or a bathing cap must be worn.
- n. All swimmers must shower before entering the pool.
- o. Children under the age of 14 must be accompanied by an adult over 18 years of age.
- p. Children not “potty trained” (or under two years of age) must wear appropriate swimwear in the pool. No diapers are permitted.
- q. The pool may be closed at the discretion of the lifeguard/pool management company in the event of inclement weather or mechanical/chemical problems.
- r. All complaints should be directed to the Association’s management company, not the lifeguard.

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

- s. The Association has provided appropriate pool furniture. No other furniture is permitted within the pool area.
- t. Unit owners are responsible for the actions of their guests and tenants. Unacceptable behavior and violations of the rules may result in fines issued and suspension of pool privileges.
- u. Home owners who rent out their dwelling will not be issued pool tags since their renters receive tags.

25. PRIVATE RESIDENCE – No Unit, except those Units owned and/or leased by the Developer and used for rental or marketing purposes, administrative office, or models, shall be used for any purpose other than a private residence.

The fine for violation of this regulation shall be \$25.00 per day until the violation ceases.

26. PROPERTY TAXES – All property taxes and other charges imposed by any taxing authority are to be separately assessed against and collected on each Unit as a single parcel, as provided by the Condominium Act. In the event that for any year such taxes are as a whole, then each Unit Owner shall pay his proportionate share thereof in accordance with his Percentage Interest in the Common Elements.

27. RECREATIONAL USE OF COMMON AREA – Timber Glen does not have a playground. Toys are not permitted to be left on the common areas. Playhouses or other similar structures are not permitted on the common elements. Children are permitted to play on the common elements with the following guidelines:

- a. Children are permitted to make reasonable use of the Recreational Area near the clubhouse.
- b. Sports, such as, but not limited to soccer, hockey, baseball, basketball, skateboarding, rollerblading/skating are permitted provided that all persons engaging in these activities wear protective gear in accordance with applicable state law. “Hardball” baseballs and softballs are not permitted.
- c. No activity is engaged in that could be dangerous or cause damage to the common property.
- d. All residents are subject to Hamilton Township Curfew Ordinance No. 150 as follows:

# TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

*It shall be unlawful for any child under the age of 14 to be on foot or in any automobile or other vehicle in or on any public street or in any public place between the hours of 9:00 p.m. and 6:00 a.m. unless accompanied by the juvenile's parent or guardian or unless engaged in or traveling to or from a business or occupation which the laws of the state authorize a juvenile to perform. It shall be unlawful for any parent or guardian to allow an unaccompanied juvenile to be on any public street or in any public place during said hours. It shall be unlawful for any child under the age of 18 to be on foot or in any automobile or other vehicle in or on any public street or in any public place between the hours of 10:00 p.m. and 6:00 a.m. unless accompanied by the juvenile's parent or guardian or unless engaged in or traveling to or from a business or occupation which the laws of the state authorize a juvenile to perform. It shall be unlawful for any parent or guardian to allow an unaccompanied juvenile to be on any public street or in any public place during said hours.*

- e. Parents are responsible for the actions of their children at all times.

The fine for violation of this regulation shall be \$25.00 per incident.

- 28. REPAIRS/COMMON MAINTENANCE - Each Unit Owner is responsible to promptly report to the Board any defect or need for repairs, the responsibility for which is that of the Association. Expenses incurred by the Owner due to any repair action taken outside of the advice of the Association are the sole responsibility of the Owner. Owners will not be reimbursed for these expenses unless previously agreed to in writing by the Association
- 29. Residential Leasing Policy – The Association has adopted a Residential Leasing Policy to regulate the rental of condominiums within the community. Please refer to the policy for more information.
- 30. SATELLITE DISHES - Satellite dishes must be approved prior to installation. Satellite dishes may not be attached to the siding, roofs or chimneys of the buildings. Satellite dishes may only be installed by attaching them to the wood trim or fascia on the building or by using a stand in close proximity to the unit's limited common elements. Satellite dish installation applications are available at the office.

The fine for violation of this regulation shall be \$25.00 per day until the violation ceases.

- 31. SNOW REMOVAL AND DE-ICING – The Association is responsible for removing snow and applying de-icing treatments to the roadways, common walking path, mail kiosks, fire hydrants and recreation parking lot and as a courtesy removes snow and applies de-icing treatments to common walkways. Snow clearing and

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

de-icing of balconies, patios, stoops and parking spaces is the responsibility of the unit owner.

32. STRUCTURAL CHANGES – Nothing shall be done to any Unit or on, or in, the Common Elements which will impair the structural integrity of any Building, or which will structurally change any Building, or which will adversely affect the common building systems. No Unit Owner may make any structural additions, alterations or improvements in or to his Unit or in or to the Common Elements, without the prior written approval of the Board or impair any easement without the prior written approval of the Board. (Please also refer to rule 7.)

The fine for violation of this regulation shall be \$100.00 per day until the violation ceases.

33. TRANSFER – In order to provide an orderly procedure in case of title transfers, and to assist in the maintenance of a current roster of Unit Owners, each Unit Owner shall give the Association timely notice of his intent to list his Unit for sale or rent, and, upon closing of title, shall forthwith notify the Association of the names and home addresses of the purchasers. This information must be supplied 30 days prior to closing.

The fine for violation of this regulation shall be \$50.00 per day until the violation ceases.

34. TRASH/RECYCLING – No portion of the Common Elements or other portion of the Condominium shall be used or maintained for the dumping of rubbish or debris. Trash, garbage or other waste shall be kept in closed sanitary containers within the Condominium for weekly or more frequent collections.
- a. All garbage placed outside must be in garbage cans with tight fitting lids or in securely tied bags.
  - b. Garbage is picked up once a week on Monday and may be placed at the curb no sooner than 6:00 p.m. on the day prior to collection. Garbage cans should be removed from the street the same day as pickup occurs.
  - c. Trash containers may not be placed on the common areas without the prior written consent of the Timber Glen Board. Trash containers should be stored in utility closets where available or on back patios and balconies. End units without utility closets are permitted to store trash containers on the side of the building.
  - d. Hamilton Township provides bulk pickup, to view more information please go to Hamilton Township website at:  
<https://www.townshipofhamilton.com/departments/dpw>.

# TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

- e. All items which are mandated for recycling by the Township of Hamilton, the County of Atlantic and the State of New Jersey will be picked up once a week on Fridays from the curbside in front of each unit. Recycling may be placed at the curb no sooner than 6:00 p.m. on the day prior to collection. Recycling containers should be removed from the street the same day as pickup.

The fine for violation of this regulation shall be \$15.00 per day until the violation ceases.

- 35. UNLAWFUL USE – No immoral, improper, offensive or unlawful use shall be made of any Unit; and any laws, zoning ordinances and regulations of all governmental bodies having jurisdiction over shall be observed.

The fine for violation of this regulation shall be \$100.00 per day until the violation ceases.

- 36. USE – The Common Elements shall be used only for the furnishing of services and facilities for which they are reasonably intended and suited, and which are incidental to the use and occupancy of the Units.

- 37. UTILITIES – Gas, electric, telephone and television cable charges are separately metered and/or charged to the individual Units and shall be paid for by the Unit Owner to which the service is provided. Utilities which are not separately metered or billed or which serve the Common Elements shall be treated as part of common expenses

- 38. WALKWAYS – Furniture, motorcycles, packages, bicycles, toys or other things of any kind must not obstruct the walkways or Common Elements. Violation may result in an additional charge being placed against the Unit Owner for the clean up.

The fine for violation of this regulation shall be \$15.00 per day until the violation ceases.

- 39. WINDOW COVERINGS – Proper window coverings must be installed by each Unit Owner within 30 days of move in, on all windows of his Unit and must be maintained in said windows at all times. No Resident may use any sheet, blanket, towel, cardboard or other non-window treatment type covering for any window within the Timber Glen Complex.

The fine for violation of this regulation shall be \$25.00 per day until the violation ceases.

# TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

40. WORKING CAPITAL – At the time of closing, the first Purchaser of each unit shall be required to contribute to the Condominium Association, as working capital, an amount equal to three (3) monthly payments of the Common Expense Assessment attributable to the Unit in question. Such contribution shall be non-refundable and shall be held and used by the Association as working capital, or for such other purposes as the Board deems necessary or desirable.

An Assessment, equal to three (3) monthly payments of the Common Expense Assessment, shall also be collected upon closing of a resale of any Unit within the Condominium and This Assessment shall be deposited into the Association's account as working capital.

### **III. VIOLATION INFORMATION, PROCEDURES AND ENFORCEMENT OF RULES AND REGULATIONS**

Residents have the responsibility to abide by the Rules and Regulations of Timber Glen Condominium Association and to report violations to the Association Office. Residents will be held responsible for the actions of their children and guests. The Association manager, on behalf of the Association Board of Directors, has the authority to require corrective action by the violator and enforce penalties and/or fines where applicable.

In the event you wish to file a complaint with the Board of Directors regarding violations of the Rules and Regulations, Master Deed, and/or By-Laws contact the Association office and provide a written complaint noting the time, place, the violation and the identity of the violator if known. Management can only act on written documentation. Forms are available at the Association Office.

Management upon its own discretion will then contact the alleged violator advising them of said violation.

If a new second complaint is submitted either by the first complainant or a new complaint with the same context, a hearing will be scheduled with the Alternative Dispute Resolution Committee to try and settle the problem.

If the violator objects to the hearing and does not attend the hearing, the matter will be heard without them. The ADR committee will make a recommendation to the Board of Directors as far as guilt or innocence. If found guilty, the Board of Directors will decide on the fine or other penalty and the account will be turned over to the Association Attorney, if necessary. Besides all other fines, the cost of the Association's Attorney will be charged to the guilty party.

The Board shall have the power to make such Rules and Regulations as may be necessary to carry out the intent of the restrictions in this article and the Condominium Documents. The power of the Board shall include without limitation the right to make

## TIMBER GLEN CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Rules and Regulations concerning parking and use of the recreational facilities (including the imposition of membership fees or use charges with respect to recreational facilities) and Common Elements, and to prepare a form of lease to be used with respect to Condominium Units. The Board shall have the right to bring lawsuits to enforce the Rules and Regulations and the right to levy fines for violations. Any fines so levied shall be considered a Common Expense to be levied against a particular Unit Owner involved and collection may be enforced by the Board in the same manner as the Board is entitled to enforce collection of Common Expenses.