

Policy Resolution No. 99-2

Whereas, Article III Section 3.c(2) of the Declaration of Covenants and Restrictions directs the Board of Directors to establish rules and regulations for the use of property and to confirm architectural standards adopted by the Architectural Review Board: and

Whereas, the Board deems it necessary to adopt, amend, and publish the rules and regulations covering the details of the operation and use of property:

Now therefore, be it resolved that this handbook provides clarification of existing Rules, Regulations, and Architectural Standards that govern Terrestria. This handbook also supersedes and replaces Policy Resolution number 6, 13, and 13A; Administrative Resolution Number 2, 96-3, and 97-1; and all other existing Policy and Administrative Resolutions covering items contained in this handbook.

Terrestria Association

By: Karen Korde, President

Attest: Anthony Genniro, Secretary

The Board of Directors shall not be held liable for omissions in this handbook from the full statements listed in the Governing Documents. Those documents prevail.

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## **1 Terrestria Homeowners Association**

The Terrestria Homeowners Association is a corporation organized and existing under the laws of New Jersey, charged with the duties and vested with the powers prescribed by law and set forth in the Governing Documents, with associated membership rights and obligations.

The authority and basis of the Association's operations lie in the legal documents, which are the Declarations of covenants and Restrictions, various Supplementary Documentations, Articles of Incorporation, Bylaws and Book of Resolutions. These documents together are referred to as the Governing Documents for the Association.

### **1.1 Rights of Members**

All members are entitled to certain rights;

- freedom to use and enjoy their property and the property of the Association, subject to the provisions of the Governing Documents and such rules and regulations the Association may establish;
- freedom to delegate such rights of enjoyment to members of their family, tenants or contract purchasers who reside on their property;
- right to run for election to the Board of Directors and Appeals Board;
- right to participate in hearings held by the Association; and
- right to serve on Association committees.

### **1.2 Obligations of Members**

Members must adhere to the provisions and of the Governing Documents and obey the rules and regulations including property use restrictions, architectural control restrictions and guidelines, rules for use of the common areas and facilities, and payment of annual and special assessments. No member may exempt himself from any of these obligations.

## **2 Use of Property**

### **2.1 Exceptions**

The Board of Directors may issue temporary permits to exempt any prohibitions expressed or implied, provided the Board can show good cause and acts in accordance with adopted guidelines and procedures.

### **2.2 Maintenance**

Each home shall be maintained by its owner and its occupants in a safe, clean and sanitary manner and condition, in good order and repair and in accordance with all applicable restrictions, conditions, ordinances, codes and any rules or regulations which may be applicable under the Governing Documents or under law.

### **2.3 Nuisances**

No noxious, unlawful or offensive activity shall be carried on, in or upon any property, or shall be done either willfully or negligently which may become an annoyance or nuisance to other

residents. No activity shall be permitted to exist or operate upon any property so as to jeopardize property values or be detrimental to the well-being of Members.

## **2.4 Occupancy**

Home shall not be occupied by more persons (including children) than the maximum permitted by law.

## **2.5 Prohibition Against Certain Acts**

Nothing shall be built, caused to be built, or done in or to the Common Areas and the improvements thereon owned by the Association which will alter or cause any alteration to the Common Areas or the improvements erected thereon without the prior written approval of the Board of Directors. No Owner or occupant may obstruct the Common Areas in any way.

## **2.6 Restriction on Further Subdivision**

No home shall be further subdivided or separated into smaller Lots by any Owner, and no portion less than all of any such Lot, nor any easement or other interest therein shall be conveyed or transferred by an Owner, provided that this shall not prohibit such deeds of correction, deeds to resolve boundary line disputes and similar corrective instruments and provided that this shall not prohibit the division or combination of condominium units in accordance with law.

## **2.7 Resale of Lots**

### **2.7.1 Reference to Documents**

The deed or instrument transferring title to any Lot shall contain a provision incorporating by reference the covenants and restrictions set forth in the Governing Documents.

### **2.7.2 Notification**

The Contract Seller of a Lot shall notify the Management agent as to the Contract Purchaser and scheduled date and place conveyance will be accomplished.

### **2.7.3 Estoppel Certificate**

The Management agent, acting for the Board, thereupon shall prepare an Estoppel Certificate which shall set forth any assessments and charges due upon such Lot at time of Conveyance and certify as to whether or not there are violations of the Governing Documents remaining on the Lot as of the date of preparation of such certificate.

This certificate shall be delivered to the place of closing, and outstanding assessments, if any, and a reasonable charge to cover the cost of providing such certificate shall be deducted from the Seller's account at the closing and be transmitted directly to the Association.

## **2.8 Use Restrictions**

### **2.8.1 Home Occupations**

Home occupations may be carried on in the home if the use is incidental to the home's primary residential use; has no employees, customers or clients who visit the home; and is approved by any municipal authorities having jurisdiction over the use.



### 2.8.2 Commercial Activity

No commercial, industrial, recreational or professional activity not permitted by the present zoning, or other applicable laws and ordinances, any any rules or regulations thereunder shall be carried on in any home, at any time. If, in the future, zoning regulations change so as to expand the scope of activities permitted to the conducted within the homes, the scope of activities permitted to be conducted within the homes, application may be made by an Owner to the Board of Directors of the Association for approval to commence the newly permitted use of the Home. Each application shall be considered by the Board of Directors on an individual bases. Once the Board of Directors has given its approval to a particular Home, it may not revoke the approval so long as the nature and scope of the approved use remains unchanged.

## **3 Rules & Regulations for All Town Homes**

### **3.1 Approved Vehicle**

Any approved vehicle shall include any conventional passenger vehicle (including station wagons), and other vehicle under three (3) tons gross weight not licensed for commercial use, not used as a means of conveyance for commercial products and supplies and not bearing advertising.

### **3.2 Architectural Controls**

No improvements, alterations, repairs or changes of paint colors, excavations, or changes or other work in any way alters the exterior of any Home or Common Area or the Improvements located thereon from its natural or improved state shall be made without prior approval of the Architectural Review Board (ARB).

#### 3.2.1 Other Structures

No building, fence, wall, residence or other structure shall be commenced, erected, maintained, improved, altered, or made or done on such property without the prior written approval of the ARB.

### **3.3 Clothes Lines**

No clothes, sheets, blankets, laundry of any kind shall be hung out or exposed on any part of the property.

### **3.4 Common Ground**

Homeowners should know where their property begins and ends, and should restrict their activities to their own property. A site plan which clearly details property divisions can be reviewed at the Gloucester Township Municipal Building.

### **3.5 Display of Interior Items**

The display or use of items in the interior of any building visible from the exterior shall not be allowed without prior written consent of the Board of Directors.

### **3.6 Easement**

Easement is defined as the right to use another's property for a specific purpose. Purpose of Easements as referred to Terrestria is specifically for gaining access to both front and rear of

dwellings within a specific block of homes. Ball playing, horseshoes, walking dogs and other shortcuts over the other homeowner's property is a violation.

### **3.7 Fire Lanes**

Fire lanes shall remain accessible to emergency vehicles, including but not limited to fire equipment at all times.

### **3.8 For Sale or Lease Signs**

For Sale or Lease Signs advertising the sale or lease of dwellings may only be displayed in the front window.

#### **3.8.1 Open House**

Signs shall be permitted on lot or common areas for an Open House only, beginning one hour before and must be removed promptly after completion of Open House.

#### **3.8.2 Advising Realtors**

Homeowners should advise Realtors of these Rules.

### **3.9 Lease of Homes**

All leases shall be in writing. A copy of any Lease Agreement between an Owner and a lessee must be on file at the Terrestria Office. Failure to provide a copy of the original and/or lease renewal will result in a fine being assessed.

#### **3.9.1 Default of Lease**

All Leases shall be required to provide that the terms of the Lease shall be subject in all respects to the provisions of the Governing Documents and that any failure by the Lessee to comply with the terms of such documents shall be a default under the lease.

#### **3.9.2 Lease Period**

Leases may not be for a period of less than 365 days. The owner remains responsible for assessments, violations, and compliance with ARB regulations for the home.

#### **3.9.3 Lease Conditions**

No owner may lease less than the entire lot, nor permit more than a single housekeeping unit that consists of not more than three adults who are legally unrelated to occupy the premises.

### **3.10 Maintenance of Property**

To the extent that exterior maintenance is not provided for, each Owner shall keep all owned property, and all improvements therein or thereon, in good order and repair and free of debris including, but not limited to, the seeing, watering and mowing of all lawns, the pruning and cutting of all trees and shrubbery, and the painting (or other appropriate external care) of buildings and other improvements, all in a manner and with such frequency as is consistent with good property management.

### 3.10.1 Special Restoration Assessment

In the event an Owner shall fail to maintain the premises and the improvements situated thereon, the Board of Directors shall have the right to enter upon said property to correct drainage and to repair any other improvements erected thereon. All costs related to such correction, repair or restoration shall become a Special Restoration Assessment upon such property and as such shall be regarded as any other assessment with respect to lien rights of the Association and remedies provided for non-payment.

### 3.11 Parking

Each home shall be entitled to the use of at least ONE designated parking space upon the limited common area of the parcel in which the home resides for an approved vehicle, together with the right of ingress and egress in and upon said parking area.

#### 3.11.1 Display of Licenses

All approved vehicles will display current licenses and be maintained in operating condition so as not to be a hazard or nuisance by noise, exhaust emissions or appearance.

### 3.14 Rules For Use of Common Area

#### 3.14.1 Undisturbed Plants and Topsoil

All plants, topsoil or humus are to be left undisturbed.

#### 3.14.2 Feeding Wildlife

The feeding of wildlife is encouraged but not if it creates a nuisance.

#### 3.14.3 Keeping Common Areas Clean

The common area, particularly the tot lots and playgrounds, should be kept clean; littering is costly. No glass or metal containers other than nursing bottles are permitted in the areas. Tot lot equipment is for the use of children only.

#### 3.14.4 Private Property Bordering Common Areas

Private property bordering the common areas should be respected. Allowing children and pets to stray onto these properties without the permission of the owners constitutes a trespass.

#### 3.14.5 Bicycles

Bicycles are permitted only on paved areas or on the pathways.

#### 3.14.6 Nighttime Use of Pathways

Persons using the pathways after 9:00 P.M. must refrain from loud and boisterous activity.

### 3.15 No Signs

No signs of any time shall be displayed to public view, except approved name and address signs.

### **3.16 Trash Containers and Collection**

Trash and garbage containers shall not remain conspicuous except on collection days. Trash shall not be placed on grassed areas.

#### **3.16.1 Removal of Trash Containers**

Trash containers must be removed as soon as is practicable after collection. Failure to do so will result in the container being impounded with a fee being charged for the owner to reclaim it.

#### **3.16.2 Trash Collection and Recycling**

Residents are responsible for complying with the Gloucester Township ordinance regarding trash collection and recycling.

### **3.17 Trespassing**

Trespassing can be a major problem for a townhouse community. Everyone should have an equal chance for privacy and the opportunity to maintain a healthy lawn in the front and back yards. Ultimately, parents are held responsible for the actions of their children. It is our hope that the people of this community will work together to avoid any future problems in this area.

## **4 Prohibited Items and Practices**

### **4.1 Items and Practices Prohibited**

The following items and practices are not permitted under Association rules and regulations:

#### **4.2 Prohibited Architectural Modifications (All Town Homes)**

##### **4.2.1 Antennae**

Exterior television antennae or other types visible to public view;

##### **4.2.2 Awnings, Canopies, or Shutters**

Awnings, Canopies, or Shutters affixed or placed upon exterior walls or roofs;

##### **4.2.3 Colored Bulbs**

Colored bulbs in accent lighting;

##### **4.2.4 Fence, Wall, Screen or Hedge**

Fence, wall, screen, or hedge that obstructs sight lines for vehicular movement;

##### **4.2.5 Fencing**

Fencing in front yards;

##### **4.2.6 House numbers**

House numbers in wood or script lettering;

##### **4.2.7 Lamp Posts**

Lamp posts are prohibited;

#### 4.2.8 Satellite Dishes

Large satellite dishes (over 24 inches in diameter);

#### 4.2.9 Lights

Spotlights and floodlights;

#### 4.2.10 Metal Fencing

Chain link or galvanized;

#### 4.2.11 Ornamental Statuary

Ornamental statuary in or upon front yards;

#### 4.2.12 Screen Patio Porches

Screened patio porches are prohibited;

#### 4.2.13 Storm Doors

Storm doors with iron bars, sidelights, or window panes;

#### 4.2.14 Swimming Pools

Permanent above ground and in-ground pools types are prohibited;

#### 4.2.15 Window Flower Boxes

Window flower boxes in front of the home, or in metal boxes are prohibited (to prevent rust damage).

### **4.3 Prohibited In or Upon Common Areas**

#### 4.3.1 Bicycle Riding

Bicycle riding on grassed and front entrance area; racing or reckless riding anywhere;

#### 4.3.2 Cutting or Digging

Cutting or digging up plants or trees

#### 4.3.3 Obstruction of Fire Lanes

Fences, sheds, trees or other obstructions of any type installed or constructed in fire lanes;

#### 4.3.4 Firearms or Guns

Firearms or guns discharged or carried into the area;

#### 4.3.5 Fires

Fires of any kind are prohibited in common areas;

#### 4.3.6 Hunting or Trapping

Hunting or Trapping are prohibited in common areas;

#### 4.3.7 Motorized Vehicles

Motorized Vehicles of any kind are prohibited, except authorized maintenance vehicles;

#### 4.3.8 Using Common Areas as Dumping Ground

Use or maintenance of common areas as a dumping ground for trash, rubbish, new or used lumber or wood, metal scrap, garbage or other waste.

### **4.4 Prohibited In or Upon Property**

#### 4.4.1 Burning Trash

Burning trash, leaves, and other similar material;

#### 4.4.2 Exterior Lighting

Exterior lighting directed in such a manner that it creates and annoyance to neighbors;

#### 4.4.3 Prohibited Use of Home

Homes used or occupied for any prohibited purpose;

#### 4.4.4 Pet Enclosures

Dog runs, chains, pens, or bat boxes are prohibited;

#### 4.4.5 Trash and Excess Material

Trash, garbage or excess material of any kind on or about the property;

#### 4.4.6 Unsightly Storage

Any unsightly yard storage is prohibited.

## **5 Architectural Standards for All Town Homes**

### **5.1 Owner Additions & Modifications**

No owner shall make any addition, exterior alteration, modification or change to anything upon, in, or under their property without prior written approval of the ARB before any work is undertaken. Examples include, but are not limited to a deck, patio, storage shed, fireplace, fence, etc.

#### 5.1.1 Changes to Architectural Standards

Updates and changes to architectural standards for Terrestria are prepared by the ARB, issued as Administrative Resolutions by the board of directors and distributed to all residents.

### **5.2 Existing Structures**

Any addition, exterior alteration, modification or change to an existing building shall be compatible with the design character of the original building and colors used in the location to which it is a part. Any new or detached structure shall be compatible with the parent structure.

### 5.2.1 Allowed Materials

Only the exterior materials existing on the parent structure or compatible with the design character of the community are allowed.

### 5.2.2 Colors Subject to Change

Color(s) of existing buildings are subject to change during scheduled repainting by the Association.

## 5.3 Painting and Staining

In general, only those areas that are painted may be repainted; only those areas that are stained may be restained; unpainted and unstained areas such as brick shall remain unpainted and unstained.

## 6 ARB Approval Required

### 6.1 Accent Lights

Must contain white or clear bulbs only.

### 6.2 Building & Structures

Any change to an existing building, any exterior alteration, modification or change to an existing building or any new detached structure.

### 6.3 Structural Integrity

Anything done to any dwelling which will impair the structural integrity of any building or which will structurally change any building or will increase the rates of insurance.

#### 6.3.1 Exterior Appearance

Painting, decorating or permanently changing the appearance or color of any portion of the exterior of any building or fence.

### 6.4 Cutting of Live Trees

Cutting live trees with a diameter in excess of six inches, measured 12 inches above ground, or trees in excess of three inches in diameter, similarly measured, which are generally known as flowering trees (such as dogwood or redbud) or as broad leaf evergreens, and live vegetation on slopes greater than twenty percent gradient is prohibited. The Association shall set rules for cutting of such vegetation to allow for selective clearing or cutting.

### 6.5 Existing Driveways

Extension, widening or rerouting is prohibited.

### 6.6 Growing Fence

Fence, wall, privacy screen, hedge or other growing fence prohibited. Every effort will be made by the ARB to keep all fencing, walls or screening as allowed for where the home is located.

#### 6.6.1 Permitted Fencing

Fences that are identical in construction, design, height, materials, and color to the existing railings that enclose existing decks shall be permitted to enclose new or existing patios or decks.

#### 6.6.2 Design of Wood Fences

Design and height of wood fences or screening must be in general conformity with the architectural design for where the home is located.

#### 6.6.3 Finished Materials

All fencing or screening should preferably have finished materials on both sides. If only one side has finished materials, the unfinished side should face into the owner's property. Both sides must be painted with the approved color for where the home is located.

### 6.7 Plans for Landscaping Work

Plans to plant trees must include a diagram of the property indicating the desired location, type of tree(s), and tree height at maturity. Homeowners must ensure that trees do not impede neighboring property lines and/or common access easements.

### 6.8 Large Play Equipment

Temporary, semi-permanent equipment, such as playhouses and tents more than four feet high.

### 6.9 Mailboxes

Mailboxes (except U.S. Postal Service mail depositories) must meet ARB design standards for where the home is located.

### 6.10 Patios and Decks

ABR standards are not intended to constrict individuality or dictate that each deck or patio be identical. However, the use of similar styles and materials benefits all homeowners.

#### 6.10.1 Design Considerations

Homeowners must consider the following when designing their patio or deck:

- Standards and restrictions which apply based on location of home;
- Building setback lines and easements;
- Neighboring property lines;
- Physical appearance as viewed from all neighboring properties.

#### 6.10.2 Modification Request

Homeowners must submit a Property Modification Request with their patio/deck plans, including plot plans, layout and size.

#### 6.10.3 Dimensions

All patios/decks may extend the full width of the rear of the home (but not exceed 24 feet). The length of the patio/deck may not exceed 24 feet from the rear wall of the home. Decks must be



first floor deck only (minus locations with existing higher or multiple level decks permitted) and be no higher than 4 feet from deck level to the top of the railing.

#### 6.10.3.1 Oversized Patio/Deck

Owners of end homes may plan an oversized patio/deck provided the plan takes into account building setback lines, easements, and physical appearance as viewed from all neighboring properties.

#### 6.10.4 Patio Materials

Patios are typically constructed from poured concrete, stone, brick, or concrete pavers. Any of these materials must be properly installed over the required base course. Plans must specify the type of material(s) to be used and stipulate colors of the floor of the patio.

##### 6.10.4.1 Vegetation Control

Residents are expected to properly control any vegetation that may grow through control joints and/or gaps in their patios.

#### 6.10.5 Deck Construction

All decks shall be constructed using galvanized hardware and proper footlings as required (minimum 3 feet below grade). Consideration must be given to extension of drainage pipes, or, preferably, installing a dry well.

#### 6.10.6 Deck Materials

Deck materials shall be pressure treated wood only. Materials must be clear and water sealed, or painted/stained the approved color for where the home is located. Annual maintenance is required thereafter.

#### 6.10.7 Deck Railing

Deck railing must meet architectural standards for where the home is located. A sunburst design may be added if desired.

#### 6.10.8 Base of Deck

A "skirt" shall be used to cover the lower perimeter of a ground floor deck to cover the exposed area from the underside of the deck floor to the finished grade. Lattice is recommended, however other methods may be submitted for approval.

### **6.11 Retaining Walls**

Retaining walls must not divert ground water onto adjoining properties or otherwise adversely change existing drainage patterns.

### **6.12 Sheds**

Where allowed, sheds must be in a style and size approved for where the home is located.

### **6.13 Small Satellite Dishes**

Satellite dishes 24 inches in diameter or less are allowed in ARB designated locations ONLY. Vendor must supply letter to ARB stating location.

## **6.14 Storm Doors**

Storm doors must be the type, style and color approved for where the home is located. A suitable picture or illustration of the proposed door must accompany a Property Modification Request. Illustrations submitted must be as exact as possible. Pictures from catalogs or sale books are acceptable.

### **6.14.1 Acceptable Materials**

Acceptable materials are aluminum, vinyl and wood core (provided a maintenance free exterior exists). Storm door Property Modification Request must specify the type of material. Storm doors should be maintenance free. Screening must be charcoal rather than aluminum in color.

## **6.15 Underground Sprinklers**

Any damage to the lawns, pipes, wires, etc. resulting from installation or use will be the responsibility of the homeowner. Sprinkler heads must be recessed when not in use. Residents must control the direction of the sprinkler heads to ensure they do not spray neighboring properties or common easements.

## **6.16 Windows**

Windows must not differ conspicuously from the existing window style and approved color for where the home is located. Screening must be charcoal rather than aluminum in color.

### **6.16.1 Window Grids**

Standards for window grids must be followed when replacing windows. If the architectural standards specify window grids and they are not currently installed, AND they cannot be easily obtained at reasonable cost, then the grids need NOT be installed until the window(s) are replaced - at which time the architectural standards for where the home is located MUST be followed.

## **6.17 Window Flower Boxes**

The flower box and supports must be a non-permanent fixture in place between April 1 and October 1 only. Flower box may be located either on the side (if an end home) or the back of the home.

### **6.17.1 Flower Box Construction**

Flower box must be constructed of wood or plastic and painted to match the exterior of the home or window trim. Dimensions shall be no larger than 8 inches in depth (protruding out) and 7 inches in height and no longer than the width of the window (not including the window framing) that it is attached under. Supports must be removable. Flower box must be maintained properly i.e. repainted as needed, etc.

## **7 Property Modification Request**

Residents must submit Property Modification Request form in writing. Oral requests will not be considered. The ARB will not approve any requests that violate existing architectural standards.

## **7.1 Approval of Alterations**

Each alteration must be specifically approved, even though the intended alteration or improvement conforms to the Declaration, and even when a similar or substantially identical alteration or addition has been previously approved.

## **7.2 Zoning and Building Permits**

Where required, residents shall submit approved Requests along with the appropriate applications and fees for zoning and building permits to Gloucester Township.

## **7.3 Completion of Modifications**

Construction in accordance with an ARB must be commenced within six months after such approval, and completed within six months after the date of commencement. If not commenced within this time period, then the approval will be considered null and void and a new application must be submitted. Construction must be completed as approved; any deviation will be considered a violation.

## **7.4 Local Building and Work Permits**

### **7.4.1 Local Permits Required**

Approval of any project by the ARB does not waive the necessity of obtaining the required local permits.

### **7.4.2 ARB Approval Required**

Obtaining a local permit does not waive the need for ARB approval.

### **7.4.3 Violation of Building or Zoning Code**

The ARB will not knowingly approve a project that is in violation of the local building or zoning codes.

## **7.5 Sequence of Events**

Resident shall submit Property Modification Request Form to the Management agent, including sufficient information regarding the proposed modification(s).

### **7.5.1 Member in Good Standing**

Management agent will forward all requests to the ARB. The ARB will confirm that any member applying for benefits, rights or privileges under the purview of ARB is a member in good standing, having paid full assessments, charges and liens owed to the Association by said member as of the date of the request.

### **7.5.2 Written Notification by ARB**

The ARB will review each Request for final approval. Written notification of approval and unapproved requests will be provided to the Management agent.

### **7.5.3 Notification of Request Status**

The Management agent will inform the applicant in writing within thirty days of the Request if their Request is denied, approved, or modified. Unapproved Requests will include an

explanation or recommendation for changes. Unapproved Requests can be revised and re-submitted.

#### 7.5.4 Default Approval

If there is no reply to the applicant within thirty (30) days, the request shall be considered to have been approved.

#### 7.5.5 Subsequent Modification

Residents shall advise the Management agent of any changes made subsequent to approval that will alter the proposed modification. Such changes will be subject to ARB approval.

## **8 ARB Approval NOT Required**

### **8.1 Bug “Zapper” Lights**

Bug “zapper” lights permitted in rear of home only.

### **8.2 Door Ornaments**

The addition of brass kick plates, door knockers, wreaths or other decorative items for front doors.

### **8.3 House Numbers**

Must be in the same location. Must be black or brass and not exceed 4” in height.

### **8.4 Outside Lights**

Porch, garage, and/or rear door fixtures may be replaced in the same location with black, white, brass or fixture that matches the exterior of the home. Fixture may be motion-sensor type. Fixture may contain white, clear, or yellow bulbs only.

### **8.5 Plants and Shrubs**

Plantings in general in existing mulched or wood chipped front and/or side areas.

#### 8.5.1 Plant and Watering Responsibility

Any plantings are the responsibility of the homeowner as is the watering of lawns and all plantings.

#### 8.5.2 Hanging Plants and Flower Pots

Outdoor hanging plants and outdoor flower pots are acceptable. Plants must be maintained and removed at the end of each season.

#### 8.5.3 Additional Shrubs

Additional shrubs may be planted around patio decks and in flower beds. Homeowners are responsible for the maintenance of such shrubs. In addition, homeowners may edge around flower beds using edge piping, cedar edging, railroad ties, or other materials available in most garden supply stores. Edging must be maintained by the homeowner. Plantings must be trimmed so as not to infringe on other property. Areas must be cleaned at end of the growing season.

**8.6 Small Play Equipment**

Temporary, semi-permanent, such as sandboxes, playhouses and tents provided that such equipment is not more than four feet high and in good repair (including painting). Also, every reasonable effort must be made to screen or shield such equipment from view.

**8.7 Wading Pools**

Temporary, above ground, having a diameter of less than four (4) feet.

**9 Maintenance Responsibility Chart**

<b>Component</b>	<b>Association Maintenance</b>	<b>Owner Maintenance</b>
Roof & Flashing	Repair, Replacement	None
Skylights & Flashing	None	Repair, Replacement
Gutters & Downspouts	Cleaning, Repair, Replacement	None
Siding, Chimney, Flutes, Fireplaces	None	Cleaning, Repair, Replacement
Exterior, Soffits, Facia, Trim, Shutters, Garage Door, Entrance Door	Repainting <sup>1</sup>	Cleaning, Repair, Replacement
Windows, Glass, Patio Doors, Splash Blocks	None	Cleaning, Repair, Replacement
Locks, Hinges, Door Hardware, Garage Door Mechanicals	None	Maintenance, Repair, Replacement
Patios & Decks	None	Maintenance, Snow Cleaning Repair, Replacement
Fences, Sheds, Gazebos	None	Maintenance, Repair, Painting, Repainting
Driveway	None	Cleaning, Snow Clearing, Ice Melting, Resealing, Resurfacing

<sup>1</sup>When scheduled. Existing colors subject to change with repainting.

## Maintenance Responsibility (con't)

<b>Component</b>	<b>Association Maintenance</b>	<b>Owner Maintenance</b>
Sidewalk From Street, or Driveway to Entrance	Snow Clearing	Cleaning, Repair, Replacement, Ice Melting
Sidewalks Along Public Streets	Snow Clearing	None
Front Lawn	Maintenance	Watering, Replacement
Shrubs (front of home)	Trimming	Watering, Fertilizing, Replacement
Interior Components, Foundation Structural Components, Plumbing, Electrical, Heating, Air Conditioner (even if located outside home, including support pads)	None	Maintenance, Repair, Replacement
Exterior Entrance Lights	None	Electricity, Repair, Maintenance, Replacement
Back Yard: Grass, Trees, Shrubs	None	Watering, Maintenance, Replacement
Mailboxes & Posts	None	Repair, Replacement
Common Areas	Maintenance, Snow Clearing, Repair	None

## 10 Architectural Review Board Standards

### 10.1 Ashford Glen

	Item	Ref	Additional Standards
1	Doors	6.14	Front: Concord Blue Storm: Almond; 80% clear glass.
2	Windows	6.16	
3	Window Grids	6.16.1	Front windows only; Almond
4	Fence	6.6	Berber Ivory. Two styles permitted: 1. Four (4) feet to post - special gothic pointed spaced single concave. 2. Four (4) feet to post - special gothic pointed spaced double concave. NO Stockdale type fences permitted.
5	Decks	6.10	Berber Ivory or leave natural
6	Patios	6.10	
7	Sheds	6.12	Berber Ivory. Color of shingles must conform to roof of home
8	Gazebos		Where allowed. Berber Ivory or leave natural
9	Garage Doors		4 panels across & 4 panels down
10	Paint Colors	5.2	MAB Concord Blue, MAB Seashore, Satin Acrylic, Latex 480-9, Bond house

\* General Standards described in this paragraph

**10.2 Burberry Court**

	<b>Item</b>	<b>Ref</b>	<b>Additional Standards</b>
1	Doors	6.14	Front: English Brown Storm: English Brown; full clear glass
2	Windows	6.16	Trim: English Brown Downstairs, Front: Terracotta
3	Window Grids	6.16.1	Casement Windows: Optional Double-Hung Windows, first floor only: white
4	Fence	6.6	Not Allowed
5	Decks	6.10	English Brown or leave natural
6	Patios	6.10	
7	Sheds	6.12	Not Allowed
8	Gazebos		Not Allowed
9	Garage Doors		Not Applicable
10	Paint Colors	5.2	MAB English Brown, MAB Terracotta, MAB Cameo - Stucco

\* General Standards described in this paragraph



**10.3 Bryon Court**

	<b>Item</b>	<b>Ref</b>	<b>Additional Standards</b>
1	Doors	6.14	Front: English Brown Storm: English Brown; full or 80% clear glass
2	Windows	6.16	Trim, Downstairs, Front: Terracotta
3	Window Grids	6.16.1	White; Double-Hung Windows: Required Casement Windows: Optional
4	Fence	6.6	Not Allowed
5	Decks	6.10	English Brown or leave natural
6	Patios	6.10	
7	Sheds	6.12	
8	Gazebos		Not Allowed
9	Garage Doors		Not Applicable
10	Paint Colors	5.2	MAB English Brown, MAB Terracotta, MAB Cameo - Stucco

\* General Standards described in this paragraph

**10.4 Centerbury Cove & Lancaster Place**

	<b>Item</b>	<b>Ref</b>	<b>Additional Standards</b>
1	Doors	6.14	Front: Ranch Red Storm: English Brown; full clear glass
2	Windows	6.16	Trim: Ranch Red
3	Window Grids	6.16.1	White; Double-Hung Windows: Required Casement Windows: Optional
4	Fence	6.6	
5	Decks	6.10	English Brown or leave natural
6	Patios	6.10	
7	Sheds	6.12	
8	Gazebos		Not Allowed
9	Garage Doors		Ranch Red 4 Panels - straight across or 3 panels across & 4 panels down
10	Paint Colors	5.2	MAB English Brown, MAB Ranch Red, MAB Pale Ivory - Stucco

\* General Standards described in this paragraph

**10.5 Elena Court**

	<b>Item</b>	<b>Ref</b>	<b>Additional Standards</b>
1	Doors	6.14	Front Door and Shutters: Colony Gold Front Door and Shutters: Concord Blue Front Door and Shutters: Ranch Red Storm: White; full, clear glass
2	Windows	6.16	
3	Window Grids	6.16.1	White
4	Fence	6.6	Not Allowed
5	Decks	6.10	English Brown or leave natural
6	Patios	6.10	
7	Sheds	6.12	Not Allowed
8	Gazebos		Not Allowed
9	Garage Doors		Not Applicable
10	Paint Colors	5.2	MAB English Brown, MAB Ranch Red, MAB Concord Blue, MAB Colony Gold

\* General Standards described in this paragraph

**10.6 Hartley Court**

	<b>Item</b>	<b>Ref</b>	<b>Additional Standards</b>
1	Doors	6.14	Front Door and Shutters: Colony Gold Front Door and Shutters: Concord Blue Storm: White; full, clear glass
2	Windows	6.16	
3	Window Grids	6.16.1	White
4	Fence	6.6	Not Allowed
5	Decks	6.10	English Brown or leave natural
6	Patios	6.10	
7	Sheds	6.12	Not Allowed
8	Gazebos		Not Allowed
9	Garage Doors		Not Applicable
10	Paint Colors	5.2	MAB English Brown, MAB Concord Blue, MAB Colony Gold

\* General Standards described in this paragraph

**10.7 Jaeger Court**

	<b>Item</b>	<b>Ref</b>	<b>Additional Standards</b>
1	Doors	6.14	Front: Colony Gold Storm: English Brown; full, clear glass
2	Windows	6.16	Trim: Normandy Blue
3	Window Grids	6.16.1	White; Double-Hung Windows: Required Casement Windows: Optional
4	Fence	6.6	English Brown
5	Decks	6.10	English Brown or leave natural
6	Patios	6.10	
7	Sheds	6.12	Not Allowed
8	Gazebos		Not Allowed
9	Garage Doors		Not Applicable
10	Paint Colors	5.2	MAB English Brown, MAB Manor White, MAB Pebble Dust, MAB Normandy 608-9

\* General Standards described in this paragraph

**10.8 Keats Court**

	<b>Item</b>	<b>Ref</b>	<b>Additional Standards</b>
1	Doors	6.14	Front: English Brown Storm: English Brown; full, clear glass
2	Windows	6.16	Trim, downstairs: Terracotta
3	Window Grids	6.16.1	White; Casement Windows: Optional Double-Hung Windows: No Grids
4	Fence	6.6	Stonebridge Drive side only; English Brown
5	Decks	6.10	English Brown or leave natural
6	Patios	6.10	
7	Sheds	6.12	Not Allowed
8	Gazebos		Not Allowed
9	Garage Doors		Where Existing: Ranch Red 4 Panels - straight across or 3 panels across & 4 panels down
10	Paint Colors	5.2	MAB English Brown, MAB Terracotta, MAB Cameo - Stucco

\* General Standards described in this paragraph

**10.9 Sonora Court**

	<b>Item</b>	<b>Ref</b>	<b>Additional Standards</b>
1	Doors	6.14	Front: English Brown Storm: English Brown; full, clear glass
2	Windows	6.16	Trim: English Brown
3	Window Grids	6.16.1	Not Required
4	Fence	6.6	Stonebridge Drive side only; English Brown
5	Decks	6.10	English Brown or leave natural
6	Patios	6.10	
7	Sheds	6.12	Not Allowed
8	Gazebos		Not Allowed
9	Garage Doors		Not Applicable
10	Paint Colors	5.2	MAB English Brown, MAB Sand Shell - Stucco

\* General Standards described in this paragraph

**10.10 Vie Jo at Terrestria**

Del Sol Place, Mission Lane, Flores Lane, La Jolla Lane

	<b>Item</b>	<b>Ref</b>	<b>Additional Standards</b>
1	Doors	6.14	Front: Ranch Red Storm: English Brown; full, clear glass
2	Windows	6.16	Trim: English Brown
3	Window Grids	6.16.1	Not Required
4	Fence	6.6	Stonebridge Drive or Sicklerville Road side only; English Brown
5	Decks	6.10	English Brown or leave natural
6	Patios	6.10	
7	Sheds	6.12	Not Allowed
8	Gazebos		Not Allowed
9	Garage Doors		3 panels across & 4 panels down Ranch Red
10	Paint Colors	5.2	MAB English Brown, MAB Ranch Red, MAB Pale Ivory - Chimney

\* General Standards described in this paragraph



**10.11 White Birch Mews**

	<b>Item</b>	<b>Ref</b>	<b>Additional Standards</b>
1	Doors	6.14	Front: Cedarwood Gloss Storm: 50% or 80% clear glass Tan Homes: Brown Gray Homes: White Bottom panels must be solid
2	Windows	6.16	
3	Window Grids	6.16.1	White
4	Fence	6.6	Not Allowed
5	Decks	6.10	Color to match home or leave natural
6	Patios	6.10	
7	Sheds	6.12	Not Allowed
8	Gazebos		Not Allowed
9	Garage Doors		6 panels across & 3 panels down
10	Paint Colors	5.2	Tan Homes: MAB Seashore Pebbledust Flat MAB Seashore Cedarwood Gloss Privacy Screen: Glidden Wheatsheaf Flat  Gray Homes: Glidden 2009 White Satin MAB Seashore Cedarwood Gloss Privacy Screen: Glidden Heritage Grey

\* General Standards described in this paragraph