

HILLTOP at HIGH BRIDGE
Homeowners Association
4 Walter E. Foran Boulevard, Suite 311
Flemington, NJ 08822

The Hilltop Handbook

July 2009

- **Board of Trustees & Property Management**
- **Directory of Services**
- **Ownership and Responsibilities**
- **Payment of Fees, Assessments and Fines**
- **Architectural Standards**
- **Landscaping Standards**
- **Rules and Regulations**
- **Fines and Notice of Violations**
- **Forms:**
 - ◆ **Contact Information**
 - ◆ **Vehicle Registration**
 - ◆ **Modification Request**
 - ◆ **Authorization for Direct Payment**

Board of Trustees & Property Management

Board of Trustees

The Hilltop at High Bridge Homeowners Association is governed by a Board of Trustees elected by its members. Any homeowner of record in good standing (no violations, and account paid in full) can serve on the Board of Trustees. Board members serve in a voluntary capacity without compensation. The Board of Trustees is responsible for the fiscal and physical management of the Association. They contract for maintenance of the property, adopt the annual operating and reserve budgets, maintain proper insurance coverage, and enforce the rules and regulations of the Association.

Please direct all complaints, requests, and other issues to the Property Management office. If you want to speak to one or more members of the Board about an Association matter, please attend the monthly Board meeting to address your issue to the Board.

Property Management

The Association contracts with a community property management company for financial services and administrative support. Property Management is responsible for all financial accounting, contract negotiation and project coordination, site inspections, and enforcement of the rules and regulations of the Association.

Access Property Management

Telephone: **(908) 806-2600**

4 Walter E. Foran Boulevard, Suite 311

FAX: (908) 806-7383

Flemington, NJ 08822

Emergency: (877) 268-8598 *

Principal: Wayde Scheffer

Property Manager: Valerie Robitzski

* This number is for after-hour emergencies only. Do not use it during normal business hours or to report ordinary problems and maintenance requests.

Correspondence

All complaints and requests must be forwarded in writing to:

**Hilltop at High Bridge Homeowners Association
4 Walter E. Foran Boulevard, Suite 311
Flemington, NJ 08822**

Do not send homeowner correspondence with your payment; the bank will not forward it to the Association.

The Association will not respond to or act upon anonymous complaints or vague accusations. The identity of any resident or homeowner registering a complaint is kept confidential.

Meetings

The Board of Trustees meets bi-monthly to conduct Association business. Any homeowner can attend the Open Session part of the meeting; contact the Property Manager for the place and time. Homeowner issues requiring Board consideration must be presented in writing to the Management Company ten (10) days prior to the meeting.

The Association's Annual Meeting is held in May and is open to all members. Elections to the Board of Trustees are conducted at the Annual Meeting. The meeting notice, voting ballots and proxies are mailed to homeowners before the meeting.

Any homeowner can obtain a copy of the most recent meeting minutes by post or email. Contact the Property Management office to get on the mailing list. Any homeowner can make an appointment with the Property Manager to view records of past meeting minutes.

Directory of Services

Electricity

Jersey Central Power & Light (JCP&L), 1-800-662-3115

Natural Gas

Elizabethtown Gas, 1-800-242-5830

Telephone

Sprint, 1-800-829-8009

All wiring must be run underground and through the inside walls. Wires cannot be installed on the outside of the building.

Cable Television

COMCAST, 908-689-3355

All wiring must be run underground and through the inside walls. Cables and antennae cannot be installed on the outside of the building.

Satellite dishes are permitted with Board approval (see *Architectural Standards*).

Water and Sewer

Borough of High Bridge Utilities Department, 908-638-6588

The Borough bills quarterly for water usage and sewer treatment. Water usage is charged for every 1,000 gallons used, and sewer treatment charges are based on water usage.

Building Permits

Borough of High Bridge, 71 Main Street, High Bridge, 908-638-6455

The Borough of High Bridge issues permits and performs inspections. Permit forms and instructions are available at the Borough Hall office. When work is completed, contact Borough Hall to schedule inspections.

Borough of High Bridge

Borough Hall, 71 Main Street, High Bridge, 908-638-6455, www.highbridge.org

Borough Hall assesses property values, collects property taxes, issues dog licenses, collects water and sewer treatment fees, and arranges for Continuing Certificate of Occupancy inspections prior to the sale of your townhouse. Contact Borough Hall to address issues before Mayor and Borough Council.

Garbage Collection

Waste Management of New Jersey

The Association contracts with Waste Management of New Jersey for garbage collection service. Put bags of household garbage in the dumpster. Do not put trash on the ground. If the dumpster is full, try another dumpster nearby. Do not load the dumpster with cardboard boxes; instead, break down boxes for recycling. Garbage is collected twice per week, on Tuesday and Friday. Contact the Property Manager to report problems.

Waste Management takes bulk items on a prearranged schedule, currently the first Thursday of every month. Contact the Property Manager to request disposal service for bulk and cleanup items. Place authorized items outside the dumpster the evening before pickup, but don't block access to the dumpster.

Waste Management will not take construction debris, hazardous materials or appliances containing Freon (refrigerator, freezer, air conditioner). Make arrangements for proper disposal of those materials at the Hunterdon County Transfer Station.

Recycling

Waste Management of New Jersey

Recycling is the law in the State of New Jersey. The Association contracts with Waste Management to pick up recycling at curbside. Curbside pick-up includes:

- Glass, aluminum and bi-metal cans, plastics in a reusable rigid-sided container.
- Newspapers, in bundles, cross-tied with string or twine (not wire).
- Magazines, in bundles, cross-tied with string or twine (not wire).
- Cardboard flattened and cross-tied with string or twine (not wire).
- Recycling is picked up every other Wednesday. Contact the Property Manager for the specific recycling schedule and instructions.
- Other recycling material can be taken to the Hunterdon County Transfer Station.

Refuse & Recycling Drop-off

Hunterdon County Transfer Station, 908-236-9088, located on Petticoat Lane.

The transfer station is open weekdays and on Saturday mornings, and accepts all refuse, bulk and clean-up items, and recycling (including items not collected at curbside).

Ownership and Responsibilities

Hilltop at High Bridge is a planned unit development with 81 single-family units of attached townhouses located on 15 acres. Each property is deeded a FEE SIMPLE title: the unit is conveyed legally as a residential home (*not a condominium!*) and the homeowner assumes full responsibility for the entire townhouse and its property as marked on the survey. Basically, each homeowner owns and is responsible for the townhouse unit, the part of the building it occupies (including foundation, siding, roof and gutters), the water and sewer lines attached to it, the entry walk and stoop in the front, the deck/patio in the back, and the grounds within its property lines.

Each homeowner is a member of the **Hilltop at High Bridge Homeowners Association** that is mainly responsible for maintaining the property owned in common and certain additional services of common benefit and convenience to the membership. The Board of Trustees works with the Property Manager to budget funds and to schedule services. The homeowner is entitled to make improvements and repairs consistent with these guidelines.

Building

The Association provides *scheduled* maintenance as follows:

- Exterior Maintenance and Painting is performed every 5 years: replace isolated pieces of damaged siding resulting from normal wear and tear; caulk around doors and windows; paint exterior siding and trim; paint front doors; paint railings.
- Gutter Cleaning is performed annually, in the fall after the leaves have fallen.
- Gutter maintenance is scheduled periodically to clear debris caught in downspouts and gutters. There is no provision for emergency service.
- The Homeowner is responsible for large-scale replacement of the siding on their unit. The Homeowner is responsible for gutter replacement and for gutter maintenance if the service must be performed immediately to avoid water damage. As a convenience, the Homeowner can contact the office to report a problem if it can wait to be addressed with the next scheduled service. The Association is not liable for damage due to clogged gutters and downspouts.

The Homeowner is responsible for their roof, gutters, siding, windows, doors, light fixtures, entry walk, front porch, railings, deck, patio, foundation, chimney and flue pipes and caps, attic fan and vent, and all internal elements (plumbing, electrical wiring, fireplace, heating, air conditioning, appliances, etc.).

- The Homeowner is responsible for grading and water drainage away from the foundation within their property lines. The Association is not liable for damage due to poor drainage.

The Homeowner is responsible for all repairs of any damage to their property, regardless of the cause (see *Damages and Insurance*). All repairs must match current color schemes and must be consistent with the *Architectural Standards*. See *Architectural Standards* for information on home improvement guidelines and restrictions.

Landscaping

The Association is responsible for lawn maintenance, shrub pruning, and tree care and pruning. The Association is responsible for problems with the grounds on common property only.

The Homeowner is responsible for individual garden beds in the front and back of the unit and at the side of an end unit. The Homeowner must maintain the garden beds in a neatly landscaped manner. See *Landscaping Standards* for information on garden and landscape improvement guidelines and restrictions.

The Homeowner is responsible for any problems with the grounds within their own property lines, including grading, drainage, and ground depressions. If a ground depression or drainage problem spans property lines, the involved parties (Homeowners and/or Association) share the responsibility and the cost.

Snow Removal

The Association is responsible for all driveways, parking areas, common sidewalks and access to the mailboxes, trash fences and fire hydrants.

The Homeowner is responsible for their front steps and the entry walk from the common sidewalk to their front door.

Garbage & Recycling

The Association is responsible for refuse pads and trash fences.

The Homeowner is responsible for proper storage and disposal of garbage and recycling (see *Rules & Regulations*), removal of bulk items (such as furniture, appliances, and construction debris), and discarded containers from deliveries.

Waste Management is responsible for scheduled garbage collection and dumpster maintenance, as well as for scheduled curbside recycling collection.

Mailboxes

The U.S. Postal Service is responsible for the mailboxes.

The Homeowner is responsible for their mailbox key.

Utility Meters

JCP&L is responsible for the electric meter on the outside of each unit.

Elizabethtown Gas is responsible for the gas meter on the outside of each unit.

The Borough of High Bridge is responsible for the water meters in the basement and on the outside of each unit.

The Homeowner is responsible for making sure all meters on the outside of their unit are not obstructed by bushes or shrubs so utility employees can take the meter readings. The Homeowner is responsible for keeping the gas meter clear of snow and ice for safety.

Water Lines

The Borough of High Bridge is responsible for all main water lines up to the curb shut-off box, usually located between the common sidewalk and the parking lot curb.

The Homeowner is responsible for any repairs or replacements for the unit's individual water system after the curb shut-off box, whether or not the system is on the owner's lot. In the event of a break or problem in the water line, the responsible party must repair the break and any resulting damage to the grounds, including (but not limited to) lawn area, sidewalk, curbing and macadam.

The Association is not responsible for any portion of the water line system.

Sewer Lines

The Borough of High Bridge is responsible for repairs to all main sewer lines.

The Association is responsible for lateral sewer lines on common property that service multiple units, except as noted under the Homeowner's responsibility.

The Homeowner is responsible for the sanitary sewer system that services only their unit, whether or not the system is on the owner's lot. The Homeowner is also responsible for repairs and replacements to a line(s) common to several units when cause is found to be due to problems originating from their unit or lot.

In the event of a break in the sewer line, the responsible party must repair the break and any resulting damage to the grounds, including (but not limited to) lawn area, sidewalk, curbing and macadam.

Roads, Curbs, Parking Areas, and Sidewalks

The Association is responsible for repairs to all roads, curbs, parking areas, and common sidewalks, including eventual replacement (except as noted under *Water Lines* and *Sewer Lines* above).

The Homeowner is responsible for their front porch and steps, railings, and the entry walk from the common sidewalk to the front porch. The Homeowner is responsible for keeping their cars free of leaking engine oil and fluids that will damage the parking areas.

Street Lighting

JCP&L is responsible for the street lighting fixtures (poles and lamps).

The Borough of High Bridge is responsible for the electric bill.

Report street light problems to the Property Manager or directly to First Energy (JCP&L) online at <http://www.firstenergycorp.com/customer care>.

Chimney and Dryer Vent Cleaning

The Homeowner is responsible for the safe use of their fireplace and clothes dryer. Effective 2006, the Homeowner must provide the Association with proof of inspection and, if deemed necessary, cleaning of their fireplace flue and chimney and their dryer vent by the Chimney Safety Institute of America (CSIA) at least every three (3) years.

Exceptions and waivers are:

- If a unit does not have a fireplace, the Homeowner may provide an affidavit to waive chimney inspection.
- If a unit fireplace is NOT USED AT ALL, after the initial 2006 inspection, the Homeowner may provide an affidavit of non-use to waive the chimney inspection.
- If a clothes dryer is located in the basement or entry-level, the Homeowner may clean the dryer vent themselves and provide an affidavit of self-service to waive inspection.

All proofs of inspection and cleaning or affidavit waivers must be sent to the Property Manager and kept on file with the Association.

Modification and Approval

The Homeowner is responsible for obtaining Association approval before proceeding with any changes to the exterior of the building or grounds. The Homeowner must submit a modification request to the Association outlining the proposed work. All work must be performed and in accordance with the Architectural and Landscaping Standards, and completed in a timely manner.

The Homeowner is responsible for obtaining all necessary permits and inspections to satisfy NJ-DCA code requirements.

Utilities Cooperation

Mark-out notification is required by the New Jersey Board of Public Utilities. The utility companies need 3 full business days to identify and mark their service lines before you dig. Failure to call for utility mark-out could result in severe fines and legal action.

The Association is responsible for mark-out notification for any digging scheduled on common property or for tree planting on front lawns.

The Homeowner is responsible for mark-out notification for any digging scheduled within homeowner property lines for construction or landscaping purposes. When you submit your

Modification Request for approval, contact the Property Manager to arrange for proper mark-outs before digging. Respect the markers and always dig by hand within 18 inches of marked utilities.

Each unit has a common easement with adjoining units for all utilities. The Homeowner is required to cooperate fully with the utility companies with any request to install wiring or pipes necessary to provide or restore service.

Damages and Insurance

The Association does not own or insure any part of the buildings or attached structures. The Association is not liable for damages to homeowner property due to a common element (such as a fallen tree) or any other cause (such as storm, fire, and flood).

The Association is responsible for damage to any element on common property (such as trash fences). The Association is responsible for removing trees from common property.

The Homeowner is responsible for any damage to their vehicles, to the interior of their townhouse unit and their personal property, to all elements of the exterior of their townhouse unit, and to the grounds within their unit property lines, regardless of the source of the damage.

The Homeowner must carry full replacement cost hazard insurance to cover any damage to the exterior and interior of the unit, and must send proof of insurance to Management every year. The Homeowner is responsible for paying the insurance deductible. If a tree falls on a vehicle or on any part of the building, the homeowner must contact their insurance carrier to remove the tree and assess damages.

The Homeowner is responsible for damage to any common element (such as trash fence, tree, gardens) caused by the homeowner, family members, tenants, guests, or their contractors.

Payment of Fees, Assessments and Fines

Maintenance Fees

The annual maintenance fee is \$1,980.00, payable in monthly installments of \$165.00 due on the first of each month. Maintenance fees are reviewed annually and subject to change.

Payment coupon books are issued to all homeowners before the new fiscal year starts on January 1st, so the annual coupon books should be received by the end of December each year. For new homeowners, the coupon book is ordered upon notification of closing and should be received within four (4) weeks of closing. If the coupon book does not arrive in time, call the Property Manager for payment information. All owners are responsible for timely payment, whether or not the new coupon book is received.

Special Assessments

Special assessments will be levied as approved by the Board of Trustees:

- If the homeowner does not properly maintain the exterior of the unit, the Association may perform the work and assess the homeowner for the cost.
- Each homeowner may be assessed a proportional amount of the expense for non-recurring expense items (such as replacing damaged siding) and general improvements (such as installing shutters).
- Each homeowner may be assessed a proportional amount of a budget adjustment resulting from unforeseen expenses that exceed budget allotments (such as snow removal costs resulting from exceptionally heavy snowfalls, or clearing trees and debris following heavy winds).

Homeowners will be notified in writing as to the nature and amount of the assessment, as well as a payment due date.

Late Fees

Payments are due on the first (1st) of the month. A fifteen (15) day grace period is allowed for payment of monthly maintenance fees and special assessments. If a payment is late (received after the 15th of the month), a \$25.00 late fee will be charged to the account. Late fees are due and payable as common charges against the unit and are subject to legal and collection proceedings.

Fines

The Board of Trustees may levy fines against the homeowner and their tenants for violating the *Rules and Regulations* of this Association (see *Fines and Notice of Violations*). Fines are due and payable as common charges against the unit and are subject to late fees and collection proceedings.

Delinquencies

The homeowner is responsible for late fees and interest due on the unpaid account balance. Payments are applied first to accrued interest, to past charges, and then to currently due monthly charges. If collection proceedings are instituted, the homeowners will be required to pay accelerated fees to cover the remainder of the year's dues in advance.

The Association may take action against any homeowner who fails to pay the total amount due (including all fees and assessments, fines, and late charges) for at least two (2) months:

- A collection agency may be hired. The homeowner must pay all collection fees.
- A lien may be placed against the unit. Foreclosure proceedings may follow. The homeowner must pay all attorney fees and any incurred costs.
- A court order may be issued to garnish wages. The homeowner must pay all attorney fees and any incurred costs incurred.
- The Board of Trustees strongly encourages any homeowner facing a financial hardship to contact the Property Manager or the Board of Trustees in order to develop a payment plan and avoid these actions.

Legal Fees

The homeowner must pay all attorney fees and any expenses incurred in collection proceedings on delinquent accounts.

Transfer of Unit Fee

At closing, the new homeowner must pay to the Association a non-refundable transfer fee equivalent to three (3) times the monthly assessment. This fee covers the Association administrative costs, the Hilltop Handbook, and a contribution to working capital.

Payments

Dues can be paid by check through the mail or electronically by direct payment deducted automatically from your bank account.

To pay by check... Make checks payable to: **Hilltop at High Bridge HOA**

Mail your check with payment coupon directly to the bank for processing. If you misplace your mailing labels, contact the Property Manager for the mailing address. Do not mail your payment to the Property Management Office. Do not include homeowner correspondence with your payment; the bank will not forward it to the Association.

To pay electronically... Complete the Authorization for Direct Payment form and mail it to Access Property Management. Keep a copy for your records. The dues amount is transferred from your bank to the Association account at the beginning of each month. Direct payment can be cancelled in writing at any time.

Architectural Standards

All architectural standards are strictly enforced to maintain a clean, safe, and uniform appearance. The Association may contract for work as necessary and assess the homeowner for the cost to meet standards.

Attention Homeowners: All projects affecting the exterior of the building and grounds must be reviewed and approved before work begins. The homeowner must submit a Modification Request form outlining the proposed work. The Board reviews the plan, and the request is denied or approved to continue. The homeowner must notify the Property Manager when work is completed to schedule an inspection. Final approval is granted only after an inspection shows conformance to Association standards.

Exterior Siding

Buildings have cedar shakes on the side and back, and a combination of cedar shakes, clapboard and panel siding on the front; usage varies with each unit. The siding is painted with an acrylic latex paint, manufactured by Benjamin Moore; the color is Alexandria Beige.

Replacement siding must match the surrounding exterior in materials and color. Siding must be painted at the time of installation (or prior to installation during cold weather).

Exterior siding must be installed flush with all window frames and door moldings.

Shutters

Shutters are installed on windows in the front and sides of the building. Shutters are made of plastic in a raised-panel style, manufactured by Builder's Edge; the color is Forest Green. Shutter dimensions are:

- Upstairs windows: 47" high by 15" wide
- Dining room windows (side of 3-bedroom units): 47" high by 15" wide
- Kitchen windows: 35" high by 15" wide
- Bathroom windows: 35" high by 12" wide.

Replacement shutters must match the existing shutters in materials, size and color.

Gutters, Leader Pipes and Downspouts

All gutters along the roofline must be of aluminum construction, 4-inches wide and colored brown. Metal mesh, guards and other covers are not permitted on gutters.

All leader pipes and downspouts on the building must be painted to match the color of the exterior siding. Leaders must drain at ground level into 4"-round PVC drainage pipes and must adequately drain water away from the foundation: in the front, drains must empty out to the end of the garden bed but not beyond; in the back, drains must empty out to the end of the deck; at the side of end units, drains must empty 4-feet away from the foundation. Exposed PVC pipes at the foundation must be painted to match the exterior siding. Pop-up drains are not permitted on the lawn area.

Splash blocks are permitted under pipes in the garden-bed area, but not on the lawn.

Roofs

Roofs are shingled with Timberline Ultra Natural Shadow architectural shingles (40-year warranty); the color is Burnt Sienna Blend. Ice damming shields are installed (3'-high) along the roofline. Cobra ridge vents are installed on the peak, and soffit baffles are installed in the attic to optimize air circulation and ventilation in the attic space. Repairs to roofs must follow these specifications.

Skylights and sun tunnels are not permitted.

Attic Fan & Vents

Attic Fan: Each unit may have one (1) attic fan. The fan vent must be installed on the backside of the roof and the vent cap must be colored brown. An end unit may have a side vent which may not exceed 18x24-inches in size, must be centered within the peak of the roof, and must be painted to match the color of the exterior siding.

Bathroom Fan: The upstairs bathroom fan may be vented to the outside to prevent moisture from accumulating in the attic. The vent must be on the backside of the roof and the vent cap must be colored brown.

Dryer Vent: Clothes dryer exhaust may be vented to the outside. For 2nd-floor dryer installation, the dryer vent may be located either through the back roof or through the roof eave in the rear of the unit. For basement or 1st-floor installation, the vent may be located on the foundation or siding no higher than the porch landing in front or deck floor in back.

Front Porch and Railings

Front Porch: The front porch must be constructed of masonry. The porch steps and landing must be capped with bricks or stone slabs, and the risers must be faced with concrete or bricks. A porch with three (3) or more steps must have railings for support.

Metal Railings: Railings may be installed on front porches, and are required on porches with three (3) or more steps. Railings must be of metal construction (wrought-iron or aluminum) and designed to match the other railings, must be secured to the front stoop through the masonry block, and must be cemented in place. Railings must be rust-proofed and painted with weatherized black paint suitable for outdoor exposure.

Entry walk

Existing entry walks are laid with either concrete or slate. Brick and patio-block entry walks are not permitted. The Association will be phasing out slate entry walks in favor of concrete walks.

Existing slate entry walks must be level with the grade. The individual pieces of slate (or bluestone) must be embedded in the ground. Edging is not permitted around slate walks. The only modification approved for slate walks is to replace it with a concrete entry walk.

Concrete entry walks must be at least 3-feet wide, but no wider than the front porch. Construction of a new concrete entry walk must conform to local ordinances, and must not interfere with water runoff and drainage in the surrounding landscape.

Exterior Lighting

Front Light: The front light fixture is lantern-style in Old Bronze finish with clear beveled glass panels manufactured by Kichler (model K-9784). The light source is a Halogen 60-watt clear-glass flame-shaped bulb; colored light bulbs are not permitted.

Rear Light: One light fixture is allowed on the deck. The rear light fixture can use incandescent bulbs or soft flood lamps; high-intensity spotlights are not permitted. Only white- or amber-colored (buglite) bulbs are permitted in the fixture; other colored lights are not permitted.

Accent Lighting: Low-wattage accent lights are permitted with restrictions in the rear of the unit only. Solar-powered lights are allowed in the rear garden beds around the deck. Electrical wires and cables are not permitted anywhere on or in the ground under any circumstances. Electrical accent lights are allowed only if attached to the deck railing or structure. Accent lighting is not permitted anywhere in the front of the unit.

House Numbers

State law mandates that each unit must have a house number in front to facilitate fire and emergency personnel. House numbers are made of die-cast aluminum with a hammered finished, measure 4.5-inches in height, and must be colored dark brown. For proper illumination at night, house numbers must be placed near the bottom of the light between the fixture and the front door.

Air Conditioners

Central air conditioners must be located within the unit property lines in the back of the unit or at the rear-side of an end unit; they cannot be installed in front or at the front-side.

Window air conditioners are not permitted in any windows.

Windows

All windows must be either slide- or casement-style with the windowpane centered on the vertical (not across the middle). The exterior of windows and the frame of window screens must be colored brown; they should be maintained and painted with an acrylic latex paint, manufactured by Benjamin Moore, the color is Terratone. Exterior siding must be installed flush with the window frame. Wood trim molding is not permitted around windows. All front and side windows must have shutters to match the others on the building.

Replacement windows must be the same relative size and placement as the previous window. Rounded windows and transoms are not permitted. Greenhouse or garden windows are not permitted.

A new window may be added to the side of an end unit. Extra windows may not be added to front or rear of the unit. New windows must complement the dimensions of other windows on the building, and must meet the architectural specifications of the other windows in the unit and building, including the installation of shutters.

Plastic coverings and window boxes are not permitted on the outside of windows. Window air conditioners are not permitted in any window. Awnings are not permitted over windows. Windowpane inserts are not permitted in the window frame.

Doors & Screens

Non-decorative wood trim molding may be installed around the door frame, and must be painted to match the siding. Exterior siding must be installed flush with the door frame or

molding. Transoms are not permitted around doors. Awnings are not permitted over any doors at the front or rear of the building.

Front Doors: Front doors may be flat or raised panel, with any style of window(s) or without windows. A security peephole is permitted on the front door.

Front doors are painted with an exterior house/trim semi-gloss paint, manufactured by Benjamin Moore; the customized color is HC-134 (code 096-4B). All front doors must be repainted in the same color; other colors are not permitted on the exterior doors or the door's window trim.

Storm Doors: Front storm doors and the frame of screen doors must be colored brown.

Rear Doors: Sliding or French-style doors to the deck or balcony in the rear of the unit must be double-width size. Window-pane inserts are permitted within the door frame. The exterior of rear doors must be colored brown.

Satellite Dish

Each townhouse is permitted one (1) satellite dish to service that unit only. Townhouse units cannot share a satellite dish.

The satellite dish must be located on the rear roof of the townhouse and must be centered across the roof. (The dish cannot be located on the 4-feet of fire-retardant sheathing at either side of the roof or within the 3-feet of ice-damming shields along the bottom of the roof above the gutters.) The satellite dish cannot be placed anywhere on the ground, and cannot be installed on the front, side, or rear of the building (except on the rear roof as specified).

The size of the satellite dish must not exceed 24-inches in diameter. The dish must be placed sufficiently below the peak so that no more than one-third (1/3) of the dome is visible over the roofline from the front of the building.

The satellite dish must be securely bolted to the roof. The satellite cable must be installed from the dish base directly through the roof into the attic. (Rooms can be wired for service from the attic through the wall and floor space.) Cables are not permitted over the roof and gutters or exposed on the outside of the building.

The satellite dish and cable must be installed properly and must be grounded to meet national, state, and local codes. The Homeowner is responsible for any roof leaks that may result from the installation of the satellite dish, for any repairs or adjustments to the satellite dish, and for any property damage resulting from a fallen satellite dish.

Please be advised that satellite reception will vary depending on the position of the building, trees, and surrounding landscape. Although the Association permits satellite dishes according to the above guidelines, there is no guarantee that every unit will receive adequate reception.

Decks

Materials: Decks must be constructed of pressure-treated wood; redwood decks are not permitted. Maintenance-free decks may be constructed of brown-colored composite materials (plastic wood products).

Dimensions: Decks must meet all Borough of High Bridge setback requirements. Decks cannot extend beyond 12-feet from the back of the unit. Decks must be at least 5-feet from the property line of an adjoining unit. Decks may extend as far as the side of an end unit. End units with a single sidewall may extend decks to wrap around the rear side, but cannot extend more than 5-feet from the side of the unit or beyond the property line; a wrap-around deck is not permitted on end units with inside-stairwell protrusion.

Flooring: Deck flooring must be on a single plane. Multiple-level decks are not permitted. Floor boards may be set straight across or on the diagonal.

Railings: Deck railings must be vertical or angled (maximum 12 degrees). For angled railings, the railing overhang is included in the overall deck size and is subject to setback requirements. Bench-style seating may be built in along the railing.

Stairs: Stairs must be on the side of decks only. Stairs cannot be on the back-end of the deck, and must not extend past the townhouse or property line. A cement pad may be installed under the bottom step. A patio-style base and walkway may be installed under the bottom step and extend along the side of the deck (see "Patios" for specifications).

Treatment: Wood decks must be treated with a transparent weatherproofing stain in natural brown wood tones. Only brown-colored composite materials may be used to build maintenance-free decks. Do not paint new decks. Previously painted decks must match the color of the building; to repaint, use Benjamin Moore Acrylic Latex Solid Deck Stain, color Alexandria Beige.

Underside Lattice: The underside of decks may be framed with lattice to serve as a blind if the area beneath the deck is used for storage. Lattice cannot rest on the ground. The lattice must be mounted on a wooden frame, and the frame must be secured to the deck. The lattice must be stained or painted to match the deck.

Roof, awnings, trellises, or other covers over decks are not permitted. Hot tubs are not permitted on the deck or surrounding area.

An approval letter from the Association is needed to apply for zoning approval and to obtain the building permit.

Zoning Approval - The Borough of High Bridge requires zoning approval to install a new deck or to replace or expand an existing deck to ensure that the deck meets local setback requirements. The Borough does not require zoning approval to replace an existing deck of the same dimensions and placement. Contact the Zoning Officer through the Borough Hall office for instructions.

Building Permit - You must obtain a building permit prior to the construction of any deck. Permits are available through the Borough Hall office. The deck must be built to meet current building codes.

Patios

Deck Platforms: Units 19-24 Chestnut Court: Deck platforms are permitted only for these units with high decks and sliding doors in the basement walls. Platforms must be single-level, must be the same size and relative position as the deck above, and must conform to deck specifications regarding materials, flooring, treatment, and setback requirements (see "Decks").

Full-size Patios: Units 1-6 Indian Spring Lane: Full-size patios are permitted only for these units with high decks and sliding doors in basement walls. These patios must be at ground level, must be positioned under the deck, and cannot be larger than or extend beyond the perimeter of the deck above. These patios may be constructed of cement, bluestone, brick, or patio-stone.

Deck-side Patios: Deck-side patios are permitted in the back of units where deck stairs provide access to ground level. These patios may be installed under the deck stairs and may extend alongside the deck. Deck-side patios may be constructed of bluestone, brick, or patio-stone; cement patios are not permitted alongside decks. Deck-side patios must be at least 1-foot from the foundation, cannot extend beyond the back of the deck, and cannot extend beyond the townhouse or property line on the side.

Patios constructed of bluestone, brick, or patio-stones must have adequate drainage beneath and all around. The inside spaces must be filled with crushed stone or sand. The perimeter must be edged with plastic trim or landscape timbers on all sides to keep the fill from seeping out onto the lawn area. The patio must be laid at ground level to allow proper drainage around it and to allow water to flow naturally with the grade.

Handling Construction Material and Debris

All materials must be carried around the building to the rear of the unit. Do not permit contractors to drive their vehicle anywhere on the lawn area. The homeowner is responsible for any resulting damage to underground drains and lawn areas.

Call Before You Dig

Before you start any project that requires digging in the ground, you must contact the office to arrange for appropriate mark-outs. This allows the utility companies to clearly mark their underground service lines so you can avoid damaging any gas, electric, telephone, cable television, and water or sewer lines. Mark-outs are necessary to avoid disruption of service to yourself and your neighbors, and to prevent personal injury and property damage. Failure to obtain proper mark-outs before digging will result in fines and possible legal action.

Landscaping Standards

Trees, shrubs, and garden beds are permitted. The Board of Trustees may restrict the selection and variety of trees that may be planted on Hilltop property. The Association landscaper prunes all shrubs and trees.

Garden Beds

- *Front Garden:* Each unit has a garden bed on both sides of the front stoop. Front beds must be at least 4-feet deep and may extend as far as but not beyond the porch. Corner beds of end units may be larger with Association approval.
Side Garden: A garden may be planted 4-feet deep along the side of an end unit.
Back Garden: A garden may be planted behind the unit. It must run parallel to the unit wall or the perimeter of the deck, and may not be more than 4-feet deep.
- The Homeowner must maintain their garden beds in a neatly landscaped manner. All shrubs and plantings must have a healthy appearance.
- Front and side garden beds may be bordered with 4x12-inch nursery stone in brown-, red-, or tan-colored wall stone to match existing borders in front of the same building. Back gardens around decks may be bordered with landscape timbers or nursery stone. Homeowners must maintain their own garden borders. Garden borders must provide adequate drainage in the bed and away from the foundation. If drains are installed, the pipes must be placed inconspicuously and cannot extend beyond the border face.
- To apply for a new garden bed or border, submit a sketch that shows the size and placement of the bed relative to the building and deck/patio within the property lines.
- Older overgrown shrubs may cause beds to encroach on lawn areas over time. Renewed beds must be set back to meet landscaping standards for garden bed depth.
- Keep rocks, stones and ornaments off the lawn area and away from the edges of trees and beds. Lawnmowers can pick up rocks and toss them out with great force, causing breakage to windows and doors. With approval, extra-large natural architectural rocks may be used to edge beds around the deck.
- Fencing and netting is not permitted around any garden or planting.
- Planter boxes are not permitted directly in or on the ground or in the garden beds. Planter boxes are allowed only on the deck or patio floor.

Plantings

- Shrubs, flowers and non-invasive groundcovers may be planted in the front garden bed as well as in approved beds in the back or on the side of each unit.
- Do not plant flowers or groundcovers in the tree saucers or edge the saucers with rocks. The landscapers need to mow the lawn close around these beds and to edge the saucers periodically throughout the season.
- One ornamental or flowering tree may be planted in front of the unit. Evergreens and deciduous trees may be planted in the rear or on the side of the unit. Trees may not be planted where there are underground utility wires or pipes. The homeowner must obtain prior written approval from the Board of Trustees before planting trees.
- Vegetable gardens are restricted to containers on the deck, not in the ground.

Tree Care and Preservation

All trees on the Hilltop at High Bridge property are cared for and maintained by the Association for the common aesthetic and ecological benefit of the community. The Association is responsible for pruning, shaping, and otherwise caring for all trees on Hilltop property and for keeping all trees healthy and in a good state of preservation. The Board of Trustees shall determine the extent and schedule for tree pruning, and may consult with a qualified professional for advice on proper tree care and maintenance.

- Tree saucers in the lawn areas are edged, mulched, and maintained by the Landscaper for the Association. Do not place flowers, groundcovers or ornaments in a tree saucer, and do not edge the saucer border with rocks or other materials.
- Trees may not be pruned or its branches removed without the prior written approval of the Board of Trustees. All pruning must ensure proper weight distribution of the branches for stability and must be performed by a qualified professional.
- Trees shall not be removed without just cause. The Association may arrange to remove a tree if: (a) the tree is dead, diseased or dying; (b) the tree is causing damage to a building on Hilltop property; (c) a tree poses a threat to the safety of residents.
- Trees may not be cut down without prior written approval of the Board of Trustees. In addition, the Borough of High Bridge tree ordinance prohibits the removal of mature trees (depending on size) without a permit, and provides the Borough control over clear-cutting and wholesale removal of older specimen trees.
- Any homeowner, tenant, or guest who causes damage to a tree that result in the loss of that tree shall be subject to the same penalties for unauthorized tree removal.

- If a tree is removed from the front lawn of a townhouse unit, the stump must also be removed and the lawn area must be reseeded for grass if another tree is not planted.
- If a fallen tree rests on a vehicle or townhouse unit, the homeowner or their insurance carrier must arrange to have the tree removed from the homeowner property. The Association is responsible for removing trees from common property.

Call Before You Dig

Before you start any project that requires digging in the ground, you must contact the office to arrange for appropriate mark-outs. This allows the utility companies to clearly mark their underground service lines so you can avoid damaging any gas, electric, telephone, cable television, and water or sewer lines. Mark-outs are necessary to avoid disruption of service to yourself and your neighbors, and to prevent personal injury and property damage. Failure to obtain proper mark-outs before digging will result in fines and possible legal action.

Rules and Regulations

Conformance and Violations:

- Homeowners and household members, tenants, guests, and employees shall conform to and agree to abide by these *Rules and Regulations*.
- Any owner who violates these rules will be notified in writing by the Property Manager, and will be given ten (10) business days to correct the violation. After that period, or for repeated violations, the Board of Trustees may take an appropriate course of action and may levy fines against the homeowner (see *Fines and Notice of Violations*).
- Homeowners shall be held responsible for the actions of their minor children and their tenants and guests. Any damage to any portion of the property caused by pets, minor children of homeowners and their tenants and guests shall be repaired at the homeowner's expense.
- Homeowners or tenants shall not send any employee of the Board of Trustees away from the property, nor shall the owner or tenant make any demands of said employee for service not authorized by the Association.
- Homeowners shall not do or permit tenants and guests to do anything that will conflict with the laws relating to fires or the regulations of the Fire Department, and shall not permit or engage in any activities that could potentially create a fire hazard.

Occupancy:

- Residential units shall be occupied and used only for single-family residential purposes. Homeowners are required to provide current emergency contact information on file with the Association.
- Do not use an attic or a basement as a permanent sleeping area.
- Do not obstruct or use the walkways in front of the buildings, entrances and roads for any purpose other than for ingress to and egress from the buildings.
- Homeowners must keep current emergency contact information on file with the Association. Additional information is required for tenants in rental units.

- A Continuing Certificate of Occupancy is required upon the sale of a unit and the transfer of title or the change of tenant occupancy (rental units). This ordinance allows the Borough of High Bridge to inspect properties to ensure they meet basic health and safety codes.

Insurance:

- Each homeowner must carry full replacement cost hazard insurance to cover any damage to the exterior and interior of the unit. Each homeowner must send proof of insurance to Management every year.
- The Association is not responsible for property damage incurred in a natural disaster (such as a tornado or hurricane), from a common element (such as a fallen tree or burst water main), or from work performed by the homeowner, tenant, guest or an independently-hired contractor.
- The Association is not responsible for removing a fallen tree from any portion of the building or vehicles. Homeowner's insurance must cover tree removal and any resulting property damage.

Payments:

- The Payment of Fees, Assessments and Fines is incorporated into these rules and regulations.
- Each homeowner is responsible for the payment of all fees and assessments applied to their account.

Maintenance:

- The Ownership and Responsibilities is incorporated into these rules and regulations. Each homeowner is responsible for maintaining the unit accordingly, and shall keep the unit in a good state of preservation and cleanliness. If the homeowner does not properly maintain the exterior of the unit, the Association may perform the work and assess the homeowner for the cost.

Architecture:

- The *Architectural Standards* are incorporated into these rules and regulations. The homeowner shall adhere to these standards when making home improvements and repairs.
- The homeowner must obtain written approval of the Board of Trustees before making any structural and architectural changes.
- The homeowner is responsible for the cost of repairs to resolve any problems caused by or associated with their construction projects.

Landscaping:

- The *Landscaping Standards* are incorporated into these rules and regulations. The homeowner shall adhere to these standards when making any landscaping changes.
- The homeowner must obtain written approval of the Board of Trustees before making any changes to the grounds or gardens or affect drainage in any way.
- The homeowner is responsible for the cost of repairs to resolve any problems caused by or associated with their landscaping projects.
- Homeowners shall not commence any digging, earth moving or regrading operations of any nature whatsoever without first notifying the Property Manager. This measure is necessary to protect against inadvertent disruption of surface drainage, underground services and creation of a nuisance to other property owners.
- Do not use salt on front walks or stoops, as it will damage the surface and the surrounding lawn area. Instead, use other melting agents or use grit for traction.

Building Exterior:

- One exterior decoration and one flag are permitted on the front of each unit. Decorations should be of a reasonable size, not to exceed 14x14-inches. Seasonal decorations should be removed within one (1) month of the holiday. Do not hang or display any other items (except house number and light) on the front of the unit.
- Do not modify the exterior of the unit in any manner without the prior written approval of the Board of Trustees.
- Do not install, affix, paint on, or expose any sign, notice, advertisement, illumination or projection out of the windows or on the exterior of the building. (One "For Sale" or "For Rent" sign is permitted in the front garden bed.)
- Do not attach or hang wires, cables or aerials on the exterior of the unit. All wiring (telephone, cable, satellite dish) must be run through interior walls.
- Bird feeders and bird houses are not permitted on the exterior of the building or in any of the trees in the front of the building.

Parking:

- Parking spaces are available for up to two (2) vehicles per unit. Each unit is assigned one (1) space in front of or near the unit. Assigned spaces are clearly marked with the unit number.
- All vehicles parked on Hilltop property must be properly state-registered, insured, and carry a valid license plate and current inspection sticker.
- All resident vehicles must be registered with the Association.
- Park vehicles only in designated parking spaces. Do not parallel park along any curbside on Hilltop roads or along trash fences and islands. Do not park in any way that will block access to a fire hydrant, to the driveway or to another parking space.
- Do not allow household members, visitors or employees to park in a numbered space assigned to another unit.
- Make arrangements to park additional vehicles so as not to inconvenience other residents. Overflow parking is available on adjacent Borough roads (Berrywood Lane and Michael Lane), except overnight from November 15 through April 1 or when roads are covered with snow.
- Do not store unused vehicles anywhere on Association property.

- Do not park campers, boats, trailers, plows or trucks larger than 3/4-ton or with more than one rear axel on Association property. No dump trucks, tow trucks, welding trucks, rack trucks or cube trucks. No exposed tanks or construction equipment.
- Do not store motorcycles or dirt bikes in the rear of or at the side of the building. Licensed motorcycles must be parked in legitimate parking spaces.
- Do not store sporting equipment and bicycles in the parking spaces.
- Do not use the parking areas or roadways for sports or playground activities.
- Do not allow engine oil or other fluids to leak onto the parking space. All vehicles must be kept neat, clean, in good running condition and free of damaged components.
- Repeated violations will be reported to the High Bridge Police Department, and the vehicle will be towed away at the owner's expense.

Use and Storage of Personal Property:

- Do not use the exterior of the unit for storage. Keep all items stored within the unit or on the deck. Any items stored on the deck must be kept in a neat manner. If the area under the deck is used for storage, the bottom of the deck must be framed with a lattice blind (see *Architectural Standards, Decks*).
- Do not leave sporting equipment, lawn and patio furniture, toys, bicycles, and other equipment on the lawns, in the garden beds, or within the sidewalk and parking areas. The lawn area must be kept free of all personal property to facilitate lawn-mowing, landscaping and other services. The Association and its employees will not be held responsible for damage to personal property left on the lawn areas.
- Stationary recreational equipment (nets, hoops, ramps) and unlicensed motorized equipment (dirt- or mini-bikes, ATVs, go-carts, power-scooters) cannot be used on Hilltop property.
- Non-motorized equipment (bikes, skates, scooters, wagons) should be used primarily on sidewalks for the safety of riders and motorists alike.
- Ball sports are not permitted in the roadways and parking areas or within 20-feet of the buildings and decks.
- Seasonal furniture (tables, chairs, benches, gliders) may be used on the deck or patio only. Furniture items are not allowed on the ground or in garden beds. A bench may be placed in a woodland bed or within a 4-foot perimeter around the deck with Association approval.
- Do not use swimming or wading pools on the sidewalks or lawn area as they will damage the turf and interfere with the landscaping services. Pools are only allowed in on the deck or patio and may only be filled to a height of 10". Pool water must be drained and emptied under the deck, or into the street, so no water runs into neighbor property.
- Hot tubs and Jacuzzis are not permitted on the grounds or on decks or patios.
- Do not hang clothes outside.
- Birdbaths are not permitted anywhere. Bird feeders and bird houses are not permitted anywhere in the front of the buildings.
- Garden hoses must be wound and stored inconspicuously at the front and rear.

Storage and Disposal of Refuse and Debris:

- To enter the trash fence, use the side access door to deposit trash in the dumpster. (Front doors are used for garbage collection only.)
- Place bags of household garbage in the dumpster. If the dumpster is full, try another dumpster nearby. Do not load the dumpster with cardboard boxes; instead, break down boxes for recycling. Do not place any garbage or boxes on the ground.
- Contact the Property Manager to arrange for disposal of bulk and cleanup items. Place approved items outside the dumpster the evening before scheduled pickup, but do not block access to the dumpster in any way.
- Properly dispose of construction debris, hazardous materials and appliances containing Freon (fridge, freezer, A/C) at the Hunterdon County Transfer Station.
- Do not put cans of paint in the dumpster. To dispose of paint cans, leave the lid off to allow the paint to dry in the container, and then dispose of the can as a bulk item.
- Do not place or store recyclable material, plastic bags, cardboard boxes, or any other refuse in or around the enclosures or outside the unit.
- Do not allow contractors or delivery personnel to deposit debris or boxes in the dumpsters. Make sure all materials are disposed of properly.
- Composting is not permitted. Do not throw or bury edibles and food waste outside where they may attract vermin or be consumed by pets or other animals.
- Recyclable material must be sorted and tied according to Borough specifications. Place all recycling in front of the unit in time for scheduled curbside collection.
- Dumping is prohibited on Association property or anywhere in the Borough of High Bridge. Violators will be severely fined and reported to the State of New Jersey for illegal dumping.

Noise and Nuisances:

- The homeowner shall not make or permit any noises that will unreasonably disturb or annoy the occupants of any other unit.
- A contractor or workman employed by a homeowner shall not be permitted to do any work in the unit (except emergency repairs) before 8:00 AM or after 7:00 PM.
- The homeowner shall not do or permit tenants or guests to do anything that will unreasonably interfere with the rights, comforts or conveniences of other residents.

- The homeowner shall not allow sports-related activities to interfere with ingress to and egress from the roads and parking areas or to cause damage to the buildings, gardens or vehicles parked on Association property.
- Do not allow children to climb trees or cause damage to trees, shrubs, or plantings.
- The speed limit on all Association roads is 15 MPH, including access to and from Berrywood Lane. The homeowner, tenants, and guests must observe the speed limit to ensure the safety of residents and children. Violators will be severely fined and reported to the High Bridge Police Department.

Pets:

- Do not allow pets to run loose in a way that disturbs other residents.
- Do not allow pets to urinate or defecate on the front or back lawn of another unit or on common ground around the buildings. Owners who allow their pets to void on their own property must immediately clean up after their pets. Dogs can be walked in the wooded area along Berrywood Lane and Michael Lane.
- Do not leave dogs tied up to trees or any other element on common property. Do not leave dogs unattended outside without the homeowner or resident being present.
- Sheds, pens, doghouses, or dog runs of any kind are not permitted behind units or anywhere on Association property.

Wildlife:

- Do not attract or feed any non-domesticated mammals (such as deer, bears, and squirrels). Bird feeding is permitted with some restrictions.
- Do not place bird feeders or bird houses anywhere (trees, lawn, siding, garden bed) in the front of the building facing the parking area. Bird feeders may be placed in a wooded area and at the side or rear of the building provided it does not interfere with landscaping services. The area under a bird feeder must be kept clean.
- Only use birdseed in feeders. Do not use any edibles (even bread or fruit) in feeders or on the ground that may attract vermin or be consumed by pets or other animals.

Barbecuing:

- All barbecuing must be done at the rear of the unit.

- Electric, charcoal, and natural gas grills may be used on the deck. Do not store grills anywhere on the lawn areas.
- Charcoal grills may be used on the lawn areas, but must be stored on the deck or patio when not in use.
- Do not dump hot ash or charcoal on the lawns or near firewood.
- Do not store lighter fluid on or under the deck.
- Gas grills with propane tanks are not permitted on Hilltop property. New Jersey Department of Community Affairs regulation prohibits the storage and use of propane tanks at any multiple-family dwellings (including apartments, condos, and townhouses). Violators are subject to a \$500 fine imposed by the local Fire Department, and homeowner insurance is voided in the event of a fire caused by a faulty propane tank.
- Do not store propane tanks anywhere on Hilltop property, inside or outside the unit.

Storing Firewood:

- All firewood must be stacked neatly behind the unit.
- Firewood cannot be stored directly on or under the deck, and must be placed at least one (1) foot away from the foundation to avoid the possibility of termite infestation.
- Use firewood rings to store wood on the deck or in basements to avoid insect problems.
- Do not burn green or unseasoned wood to avoid creosote build-up which may cause chimney fires. Do not burn construction debris or pressure-treated lumber as the resulting ash may contain toxic residues.

Sale of Unit:

- Only one (1) Real Estate FOR SALE sign may be displayed in the front of the unit. The sign must be placed in the garden bed. Signs are not permitted on the lawn, on the building or in the window.
- Each homeowner must notify the Property Manager when a contract for the conveyance of a unit is entered into and provide the names of the purchasers and their attorneys. The Property Manager will provide the purchaser with the status of assessments against the unit.
- A Continuing Certificate of Occupancy is required upon the sale of a unit and the transfer of title. This ordinance allows the Borough of High Bridge to inspect properties to ensure they

meet health and safety codes. The homeowner must inform the Realtor of this requirement prior to closing.

- The purchaser must pay a Transfer of Unit Fee to the Association at or prior to closing. The new owner will receive an information package shortly after closing.

Rental of Unit:

- Only one (1) Real Estate FOR RENT sign may be displayed in the front of the unit. The sign must be placed in the garden bed. Signs are not permitted on the lawn, on the building or in the window.
- All investor owners must provide the Property Manager with a copy of the current lease for the rental unit. Leases must be for a minimum of one (1) year, and the entire unit must be leased to a single family.
- A Continuing Certificate of Occupancy is required before a new tenant can move in. This ordinance allows the Borough of High Bridge to inspect properties to ensure they meet health and safety codes.
- Contact information for both the investor owner and the tenant must be on file with the Property Manager in the event of an emergency.
- The homeowner is responsible for the actions of their tenants and guests. Make sure tenants are aware of and abide by the rules and regulations of this Association.

Complaints:

- Requests for services and complaints regarding the management of the property or actions of homeowners and tenants must be reported in writing to the Association.
- Homeowners are asked to contact the Property Manager as a first course of action, rather than to contact Board members directly. All complaints and requests, even those initiated verbally, must be prepared in writing and mailed to the Association's correspondence address. Do not send correspondence with your payment; the bank will not forward it to the Association.
- The Association will not respond to anonymous complaints and vague accusations. The identity of the homeowner or tenant registering a complaint is kept confidential.
- If a homeowner feels the Property Manager is unresponsive, the homeowner must file a complaint in writing with the Board of Trustees and mail or deliver it to the home of one or more Board members.
- Unauthorized distribution of notices and letters are not permitted on mailboxes, doors, or vehicles without the prior written approval of the Board of Trustees. Homeowners who wish to take their concerns door-to-door must do so in person.

- Any homeowner may attend the monthly Board meeting to obtain information or discuss problems with the Board of Trustees and the Property Manager.

Amendments to Rules and Regulations: The Association reserves the right to make other reasonable rules and regulations or alterations to these rules and regulations that, in the judgement of the Board of Trustees, may from time to time be deemed necessary for the protection, safety, care, and cleanliness of the premises and the preservation thereof, and for the general comfort and welfare of the residents.

Fines and Notice of Violations

A *Notice of Violation* letter will be issued to any homeowner found in violation of the *Rules and Regulations* of the Hilltop at High Bridge Homeowners Association. This warning letter states the violation and may give the homeowner a fixed amount of time (usually 10 days) to correct the violation. The Association may levy a fine against the homeowner and may take corrective action and assess the owner for any expenses incurred in the process. A warning letter will not be issued for repeated violations by the same homeowner.

The following chart shows the violations and the fines and actions that may apply:

<i>Nature of Violation</i>	<i>Fines & Actions</i>
<ul style="list-style-type: none"> ▪ Unauthorized items attached to building front ▪ Unauthorized items on lawn areas or in roads ▪ Improper storage of personal property ▪ Excessive or improper wildlife feeding ▪ Not cleaning up after dogs ▪ Improperly parked vehicles (except as noted below) or storing unused vehicle ▪ Exceeding speed limit on private Hilltop roads ▪ Attracting vermin, termites, or other pests ▪ Exposed cables, wires, or antennas on unit 	<p>\$25 for each offense</p> <p>Not to exceed \$500 per type of violation</p> <p>Assessed for cost of:</p> <ul style="list-style-type: none"> - removal of unauthorized item - towing vehicle - extermination
<ul style="list-style-type: none"> ▪ Park in front of or block access to fire hydrant ▪ Park in front of or block access to trash fence ▪ Park in back of or block access to parking spaces 	<p>\$50 for each offense</p> <p>Towing at owner's expense</p>
<ul style="list-style-type: none"> ▪ Improper or negligent maintenance of exterior of unit (railing, steps, deck, etc.) ▪ Damage to any part of building exterior 	<p>\$50 for each offense</p> <p>Assessed for cost of repairs</p>
<ul style="list-style-type: none"> ▪ Improper architectural modification (such as nonconforming windows, doors, deck, etc.) 	<p>\$100 for each offense</p> <p>Assessed for cost to replace or</p>

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Failure to obtain approval for modifications ▪ Improper landscape modification ▪ Unauthorized pruning of tree branches | modify to meet architectural or landscaping standards |
|--|---|

Nature of Violation***Fines & Actions***

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Improper storage and disposal of refuse ▪ Failure to properly dispose of bulk items and notify office to arrange for pickup | \$50 for each offence
Assessed for cost to remove and dispose of item properly |
| <ul style="list-style-type: none"> ▪ Illegal dumping of items in wooded areas or elsewhere on Association common property | \$250 for each offense
Assessed for cost to remove and dispose of item properly |
| <ul style="list-style-type: none"> ▪ Unauthorized removal of any tree | \$500 for each offense per tree
Assessed for cost to prepare ground, replant tree of equal value, and reseed lawn area |
| <ul style="list-style-type: none"> ▪ Fire code violation | \$500 per violation payable to the High Bridge Fire Department |

Each homeowner is limited to a total of \$5,000 in aggregate for all violations in a given fiscal year.